

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

Members absent: Cindy Ash, Amberly Nutini, Chris Witt

Guests: Janel Bloch, Grace Hiles, Geoffrey Mearns, Sue Hodges Moore, Tess Phinney, Arnie Slaughter, Lori Southwood

- I. Call to Order – 1:06pm
- II. Approval of November 10, 2016 minutes – Motion to approve minutes as submitted made by Pam Wagar and seconded by Jeff Chesnut; approved by voice vote with no opposition or abstention
- III. Guests
 - A. Tess Phinney, Sustainability Manager
 1. Tess provided an overview of the mission, activities, and events of sustainability initiatives at NKU (see attached presentation slides), including the community garden network, office supply swap, and tracking/implementation of best practices in environmental stewardship in a university setting
 - B. President Mearns
 1. The state funding model recommendation delivered to the governor and general assembly in early December was consistent with his last report to us; more information will be provided at the January 6 spring convocation.
 2. The FY 2017-18 budget development process will also be presented after the holidays.
 3. President Mearns also cordially invited everyone present to join him at the December commencement exercises, to be held Saturday December 17th.
- IV. Voting Item: Amendment to Staff Congress Bylaws regarding representation, the election process, and terms of office of Staff Congress Representatives (second reading and vote)
 - A. Motion to approve as revised made by Lori Thaxton and seconded by Kyle Jacobson; motion passed by voice vote with a no opposition or abstention; amendment is adopted.
- V. Liaison Reports
 - A. Board of Regents – Staff Regent Arnie Slaughter
 1. The next Board of Regents meeting will take place Wednesday January 11 at 9:00 am in SU 104
 - B. Executive Team / Administration & Finance – Sr. VP Sue Hodges Moore
 1. Open forums and a faculty/staff survey are planned to seek input regarding the US 27 development project
 - C. Human Resources – Sr. Director Lori Southwood
 1. FLSA update: the legal injunction to the new regulations has resulted in a hold on the conversion of exempt employees to non-exempt; the 153 affected employees and their managers have been notified they will remain on the biweekly cycle at least until the legal situation is resolved; they will not accrue overtime and will be

paid at their usual salary rate; those who were receiving increases in order to maintain their exempt status have also been notified that those increases will not take place until the appeal of this injunction is resolved; training for managers as well as walk-in open sessions for questions related to the injunction have been held, and HR welcomes any additional questions of employees or managers.

2. Tiffany Budd asked when the Advancement/Foundation transition takes effect; Lori Southwood indicated we are in a 60-90 day waiting period related to obtaining additional information about KERS to determine how best to go forward in the transition. Tiffany also asked if these employees were being required to re-apply for their jobs; Lori indicated they will have paperwork to complete in regard to their HR file, but there will not be a competitive process.
 3. Pam Wagar asked if the suspension of the adjustments resulting from the injunction was mandatory based on the injunction, or an NKU decision; Lori indicated it is an NKU decision, made to preserve the funds which would have been expended until the injunction is resolved, in case the threshold is changed (possibly lowered) and those funds saved might be used to contribute to annual increases university-wide.
 4. Andi Clemons asked whether those employees who've transitioned to biweekly would return to monthly if the rule changes are overturned; Lori indicated that at this time, the complications with changing pay schedules again are significant, and over time, the university would like to move to a single, biweekly payroll schedule for all employees, and are investigating what modification in myNKU will be needed to allow exempt employees to enter only absences.
 5. Dave Bauer asked about changes in overtime policy related to vacation taken during overtime weeks; Lori Southwood explained the policy changes the definition of "hours worked" from being inclusive of vacation taken, to including only hours *actually* worked
 6. Online W-2s: should be available in January for tax year 2016, pending the resolution of any issues in this year's annual myNKU upgrades
 7. Chris Bowling noted a need for revision in the HR@nku.edu email "from" field, which makes those emails appear to possibly be spam; this was a factor in FLSA notifications.
- D. Faculty Senate – Dr. Janel Bloch
1. Faculty Senate approved changes to its constitution, cleaning up language and adding new officer positions; it will be sent to the full faculty for ratification.
 2. A recommendation to the executive team resulting from the faculty salary increase priority survey has been drafted, and will hopefully be finished by early next semester
 3. Faculty Senate plans to review the winter and summer compensation policy
 4. The budget committee is working with Sue Hodges Moore on budget open forums and surveys to summarize progress and remaining tasks.
- E. Student Government Association – Will Weber / Ellen Wilshire (not available; no report)
- VI. President's Report – Dave Bauer
- A. Thanks to those who attended the basketball game and appreciation breakfast – there was great turnout for both

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- B. VIA “Your Strengths at Work” training was completed last week by some members; more opportunities will be available for the campus community in January.
 - C. A salary increase priorities survey for staff, similar to the one conducted by Faculty Senate, will be sent out shortly after the holiday, with results to be shared with the executive committee.
 - D. Reminder: the Staff Congress reception at President Mearns’s home will be Tuesday 12/13.
- VII. Standing Committees:
- A. Benefits – **report**
 - B. Constitution & Bylaws – **report**
 - C. Credentials & Elections – no report
 - D. Outreach – no 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**
 - D. Regent’s Distinguished Service Award – no report
 - E. Sustainability Strategy Work Group – no report
 - F. Transportation – no report
 - G. Wellness – **report**
- IX. Ad-Hoc Committee
- A. Roundtable Discussion – **report**
 - 1. The Facilities Management session was held this morning, and resulted in some opening of communication channels and positive feelings between administration and front-line staff.
- X. Old Business
- XI. New Business
- XII. Announcements
- A. Dave Bauer thanked everyone for a successful first half of the year, and wished all an enjoyable holiday break.
- XIII. Adjournment – motion to adjourn made by Tina Altenhofen and seconded by Lori Thaxton; motion passed by voice vote with no objections or abstentions; meeting adjourned at 2:13pm

Benefits Committee Meeting Minutes

Date: November 30, 2016 at 2:30pm in GH 570
Present: Andrea Clemons, Tiffany Freytag, Lori Thaxton, Kimberly Wiley, Pam Wagar
Absent: Jeffrey Chesnut

Discussion:

- We briefly discussed VIA Character Strength trainings and what potential roles the Benefits Committee can play. As more individuals go through the training, we may be able to generate more ideas for advocating for the program and help develop interest in our constituents.
- We discussed the possibility of labeling or listing ingredients in soups, chili, and desserts donated for the Soup and Dessert and the Chili Luncheons. We had heard that some do not participate because of food sensitivities and allergies. We passed that information along to representatives of the Benevolent Fund for discussion and consideration.

Next Meeting: January 25, 2017 at 2:30pm in GH 570

Constitution & Bylaws committee Meeting Minutes

Date: November 17, 2016, 2 pm, MEP 216
Present: Tiffany Budd, Chris Witt
Absent: Sarah Iden, Nick Gamble, John Gaffin
Guests: N/A

Discussion:

- Our committee reviewed a proposed amendment to the bylaws submitted by the Credentials and Elections committee. No major revisions were suggested and the amendment was approved for first reading at the November staff congress meeting.
- Our committee also met with the Policies committee on November 17 to review a document they are working on regarding Staff Regent Rules & Regulations. Our committee approved the document with minor edits.

Next Meeting: December 1, 2016

**Policy Committee
Meeting Minutes**

Date: November 17, 2016, 2:30 p.m. in MEP 216 & November 30, 2016, 2:00 p.m. in GH 330

Present: Angela Calhoun, Sara Conwell, Rebecca Cox, Katy McBryan, Steve Slone, Carole Ziegler

Discussion:

- The Policy Committee continues to move forward with reviewing the Staff Regent Election Rules and Regulations and has met with the Staff Congress Constitution and Bylaws and Credentials and Elections Committees for their input.

Next Meeting: January 4, 2017, 2:30 p.m., MEP 216

IT Advisory Council Meeting Notes

Date: 12/02/2016, 10:30am, SU 104

Discussion:

- Network updates:
 - Wireless network access for the NKU PUBLIC network will soon require users to acknowledge the NKU Acceptable Use Policy
 - A recommendation was also discussed regarding the use of the NKU PUBLIC and NKU SECURE networks, encouraging faculty/staff to use NKU SECURE; feedback was provided regarding the need to review and ensure the seamlessness of authentication to the network, and the length of the “timeout” period before being required to sign in again
 - Wireless network strength and availability will continue to be the primary focus of the networking team – for comparison, there are 6000 wired and 11,000 wireless connections every day on campus
- LMS update:
 - Canvas pilot is moving forward with 19 instructors using it in spring 2017; help desk staff will have Canvas-specific information to assist faculty and student who encounter problems
 - Blackboard 9.1 pilot will also be taking place; key differences are visual themes, cloud-based hosting, and mobile-friendliness, but major functionality will be similar
 - Surveys of faculty and students will be used to collect feedback on the pilot
 - An overall campus recommendation is expected by the end of spring semester, with a ramp-up year in 2017-18 and full implementation in summer 2018
- Student Portal
 - SGA feedback after previewing the site has been largely positive regarding functionality, but also provided constructive criticism which is being incorporated into the plan – especially visual appearance, and calendar and task functionality
 - Communication campaign scheduled for January roll-out
 - Solicitation of feedback and portal improvements will continue beyond January
- Budget Process
 - IT budget request/justification due to the Central Unit Allocation committee today, after presentation to the IT Policy Council
 - CUA meets next week to review, with presentations to follow in January and recommendations after
 - Requests include: accessibility, including software tools; computer replacement, with a target of replacing 1,000 units per year; Griffin Hall maintenance; HIC staffing for technology and infrastructure support; smart classroom upgrade; infrastructure maintenance/upgrade, especially telcomm; and funding for the LMS conversion

Next Meeting: 01/27/2016, 10:30am, SU 104

Wellness Report
Dec. 8, 2016

Discussion:

- The on-site annual health assessment is transitioning to a Primary Care Physician (PCP) Incentive program. Benefits eligible faculty and staff will have access to a printable form online to take to their yearly check-up and biometric screening with their primary care physician. The physician will sign the form to confirm the screening has been completed. The form does not require any reporting of personal biometric screening results. Individuals can turn in the signed form at the HR front desk in exchange for a \$25 on their All Card. This will be in a rolling format throughout the year since an individual is only eligible for this preventive screening to be covered at 100% once per year. Each employee can take their biometric screening results from their Primary Care Physician to get confidential health coaching and guidance from Maggie (the NKU Health Coach), just as with results from the annual health assessment. The goals of this new program for all benefit-eligible employees are:
 - Reach a larger number of employees throughout the calendar year.
 - Allow employees to schedule their appointment at a time during the year that is most convenient for them.
 - Create lasting relationships with healthcare providers to improve ongoing care and ensure proper and timely treatment for acute and chronic conditions and diseases.
 - Give a broader and more inclusive view of the health and wellbeing needs of NKU employees in order to provide the needed services, information and resources. Help individuals that do not currently have a PCP to find one that meets their needs.
 - Reduce redundancies in screenings, ER visits and Urgent Care visits, which will save money, time and inconvenience for employees.
- There will be two Fresh Start tobacco cessation classes offered next term, in February and in April. Each session consists of 4, one-hour classes. Those that complete a full session will receive free nicotine replacement therapy materials to help in their successful transition to a non-smoker.
- A heads up--the Heart Mini Marathon is March 12. The website to register has not yet been set up, so there is more information to come. If you want an NKU-specific t-shirt, you will have to register for an event – even if you are unable to participate - and not just donate to it. All registration fees will go towards NKU's donation goal. Questions can be directed to Kim Baker.
- Fitness classes will continue in the spring with Powerball coming back. Kim will also be hosting a 20-minute easy stretch session following one of the Powerball sessions.
- Lunch and Learns will return next semester. More information will be forthcoming.
- Wellness/NKU is partnering with La Soupe, who had a paella pan at the Benevolent Soup and Dessert Luncheon. La Soupe will be delivering quarts of frozen soup to you here at NKU. Watch for more information on details.

NKU SUSTAINABILITY

Tess Phinney

Sustainability Manager

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NKU | SUSTAINABILITY

What is sustainability?

Meeting the needs of the present generation without compromising the ability of future generations to meet their own needs

(Brundtland Commission, 1987)

NKU | SUSTAINABILITY

What is sustainability at NKU?

Sustainability is the practice of shared stewardship of resources, both natural and man-made, to create and maintain healthful, equitable, livable, and fiscally responsible communities both locally and globally. Environmental Sustainability is the responsibility of all members of the campus community and is fundamental to the University's mission of education, scholarship and engagement.

(Strategic Plan Subcommittee)



NKU | SUSTAINABILITY



Community garden network

OFFICE SUPPLY SWAP

Friday, August 5
SU 104
11 a.m. - 1 p.m.
All faculty and staff
welcome!



Biannual Office Supply Swaps



Track changes and evaluate best practices

Earth Week, 2016



Alternative Transportation
Celebration



Community garden grand opening
& native tree planting



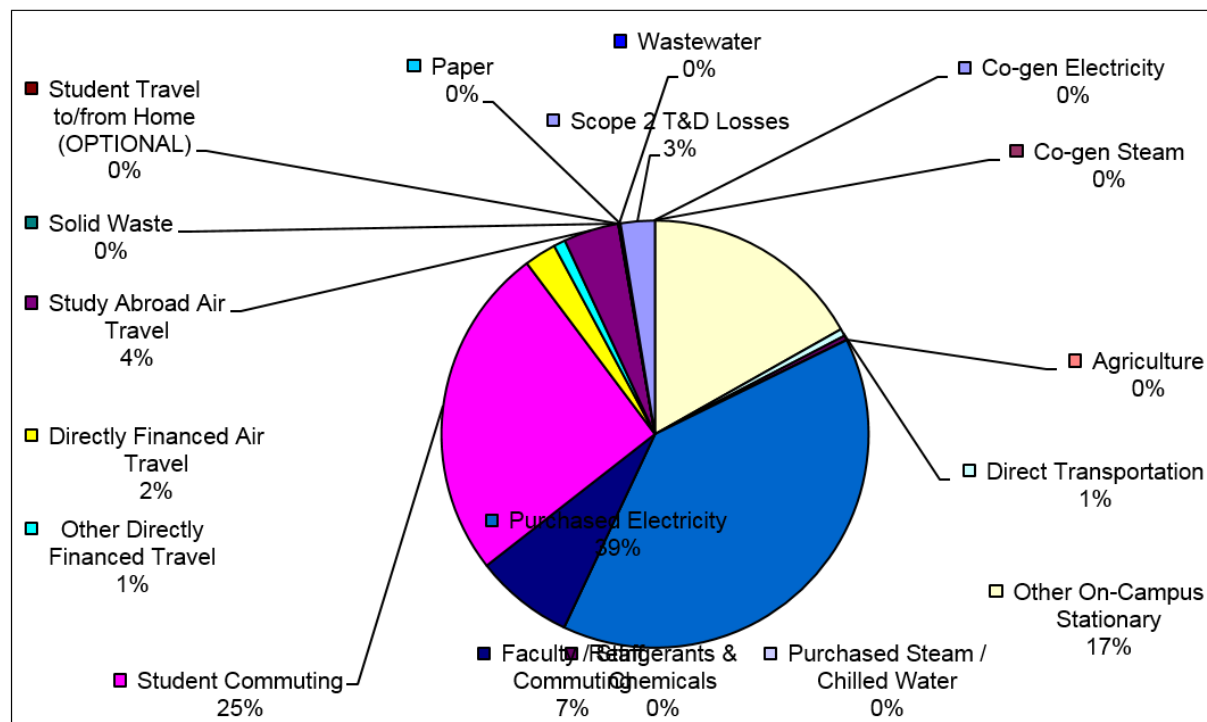
Tower Garden demo

Earth Week, April 24-28, 2017

- ENV movie
- Thrift Shop
- Sustainability Celebration



Our Footprint



(NKU FY15 Emissions Overview)



Our Strategy



NORTHERN KENTUCKY UNIVERSITY

2017 Sustainability Strategy



Our Framework



- Academics
- Engagement
- Operations
- Planning & Administration

Thank you

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