

**Members present:** Tina Altenhofen, Cindy Ash, David Bauer, Chris Bowling, Tiffany Budd, Angela Calhoun, Jeff Chesnut, Sara Conwell, Tiffany Freytag, Sarah Iden, Katie Lovold, Jennifer Martinez, Katy McBryan, Beth McCubbin, Sue Murphy-Angel, Donna Neace, Josh Neumeyer, Amberly Nutini, Kimberly Sanders, Dennis Sickinger, Walter Smith, Lori Thaxton, Mary Ann Trumble, Pam Wagar, Kimberly Wiley, Carolyn Willhoit, Chris Witt

**Members absent:** Tom Barnett, Rebecca Cox, Nick Gamble, Kyle Jacobson, Debbie Kelly, Steve Slone, Collette Thompson, Carole Ziegler

**Guests:** Janel Bloch, Andi Clemons, Grace Hiles, Ann James, Sue Hodges Moore, Arnie Slaughter, Lori Southwood

- I. Call to Order – 1:03pm
- II. Approval of December 8, 2016 minutes – Motion to approve minutes as submitted made by Chris Bowling and seconded by Amberly Nutini; approved by voice vote with no opposition or abstention
- III. Voting Items:
  - A. Jennifer Martinez, data analyst with the [Kentucky Center for Mathematics](#), to replace John Gaffin, who has been [named NKU Police Chief](#); motion to approve Jennifer as a new member made by Pam Wagar and seconded by Lori Thaxton; approved by voice vote with no opposition or abstention
  - B. Carolyn Willhoit, evening circulation supervisor with the [Chase Law Library](#), to replace Andi Clemons, who will be leaving the university; motion to approve Carolyn as a new member made by Chris Bowling and seconded by Sara Conwell; approved by voice vote with no opposition or abstention
- IV. Guest: Ann James, Senior Associate Dean of Students in the [Office of Student Conduct, Rights, and Advocacy](#), joined us to share information about the resources and oversight her office provides (see slide presentation beginning on page 7).
  - A. Student Conduct
    1. Investigating and convening hearing panels for potential violations of the Code of Student Rights & Responsibilities
    2. Opportunities exist for staff to serve on these committees; *feel free to contact Ann if you are interested in learning more*
  - B. [Title IX](#) services for students
    1. Ann also serves as the university's Deputy Title IX Coordinator for students, responsible for addressing reports filed by or about students with regard to our sexual misconduct policy
    2. Kathleen Roberts is the Title IX Coordinator for the university overall; Rachel Green is the Deputy for employees
  - C. Student Advocacy services: a variety of services relating to health, family, or other issues which affect students' ability to progress successfully at NKU.
  - D. Resources for Staff and Faculty (see the website at <http://scra.nku.edu>)
  - E. Students of Concern Committee: receives and, if it deems appropriate, acts upon information related to behavior of concern exhibited by a student or group of students (such as failure to come to class, change in behavior, temperament, hygiene, other factors which may indicate distress)

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- F. Sara Conwell asked if students should notify the office in a preventative/proactive way, or only when pregnancy or other medical situations actually become an issue; Ann advised that either way is fine – she often speaks to students at both points.
- V. Liaison Reports
- A. Board of Regents – Staff Regent Arnie Slaughter
1. Invest in Success – Finish the Job (<http://investinsuccessky.com>) – please take a look and participate if you wish to support this effort
  2. Board Meeting Wed 1/11
    - a) Management Dashboard presentation – allows managers to create a variety of reports based on institutional research data to assist in decision-making
    - b) College of Business Executive Mentor/Mentee program – encourages students and helps aid in retention, along with other informal mentoring opportunities
    - c) Center for Student Inclusiveness – Dr. Roberts and CSI directors, along with students who benefit from the programming and resources offered by these offices, shared their work and experiences
  3. Next meeting is Wed 3/15 at 9:00am and 1:00pm in SU 104; agenda is likely to include tuition and fees decision for 2017-18 academic year
- B. Executive Team / Administration & Finance – Senior VP Sue Hodges Moore
1. Budget Process Update: progress continues under the new model – presentations to various constituent groups including Staff Congress will take place in February, and other open forums in mid-February; administrative units provided budgets and presentations and the Central Unit Allocation committee will be meeting to refine and send their recommendations to the Budget Executive Committee; budget proposals from the colleges will be developed in and provided to the provost in March, and to the president and Executive Team in April; the president’s budget recommendation to the Board of Regents at its April 26 meeting.
  2. IT Update: One.NKU.edu portal for students (also works with faculty/staff login credentials) is a single sign-on portal for most university computing resources
  3. Facilities Update: HIC is proceeding on schedule and under budget; the possibility of refurbishing instead of replacing roofs when practical is being explored to see if cost efficiencies can be achieved; the connector road is near completion; safety director Jeff Baker will be issuing a memo regarding an online accident/incident report form and process for tracking and follow-up; Lori Southwood also emphasized the assistance this form and process can provide to help potential safety concerns be resolved.
  4. Auxiliary Services Update: Steak n’ Shake is open as of 1/9 and has been busy and well-received
- C. Human Resources – Senior Director Lori Southwood
1. Online W-2 open enrollment will allow currently employed faculty, staff, and students the opportunity to receive their 2016 IRS Form W-2 online through myNKU Employee Self Service. Please visit the [Payroll website](#) for detailed instructions. **The deadline to enroll to receive the 2016 W-2s online is January 14, 2017.** Please remember that Internet Explorer 9, 10 or 11 is recommended for optimal user experience in the myNKU portal. If you have any questions or concerns, please contact the payroll office at 859-572-6326. Chris Witt asked if it

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- would be available long term, or only for a limited period; follow-up from Lori indicates the forms will remain available on myNKU for up to 5 years, for those who enroll in electronic delivery.
2. VIA “Your Strengths at Work” Training offerings: initial sessions in January are full, but more being added beginning March 1 & 2, and beyond; if groups of coworkers are interested in a shared session specific to their office/department, contact [Martha Biederman](#) in Human Resources.
  3. Performance evaluation information will be coming out soon, along with training for managers and potential open forums to answer questions related to the process; Denny Sickinger asked about changes to the process, and Lori indicated pilots incorporating the character strengths training in an area where all have participated, as well as a 360 process in another area – results of these pilots will be used to determine how they may be incorporated more broadly.
  4. Mary Ann asked if new EyeMed cards would be sent; follow up indicated they would be sent, and some folks received them within a few days after the meeting.
- D. Faculty Senate – Dr. Janel Bloch
1. Salary subcommittee is finalizing its recommendation on how any potential raise pool may be allocated
  2. Summer compensation policy for faculty will be evaluated by another subcommittee
  3. Analysis and review of budget open forum and other budget suggestions is also underway
- E. Student Government Association – Will Weber / Ellen Wilshire (not present)
- VI. President’s Report – Dave Bauer
- A. Dave recognized and thanked John Gaffin and Andi Clemons for their service, and wished them luck in their new positions.
  - B. Staff Salary Increase Priorities Survey
    1. Carolyn mentioned concerns from her area re: the evaluation process (no one can receive more than 3s), and no place for comments – it was acknowledged that the survey was narrowly focused this time around, but the long-term goal is to create a more comprehensive budget priorities survey which would allow for broader feedback; Lori Southwood indicated that HR would appreciate knowing where processes may be implemented in ways different than expected.
    2. Lori Thaxton noted concerns from colleagues regarding percentage vs. dollar amount in terms of across the board, with a preference for a percentage consideration at lower levels and flat dollar amounts at higher levels
    3. Jeff Chesnut asked if the survey results could be presented for review before the formal recommendation is made to the administration, and the executive team agreed to share them at the February meeting
    4. Chris Bowling asked if the results as they currently stand could be shared with Staff Congress members so they can gather more feedback; Josh will send them out ASAP.
  - C. Staff Congress Vacancies: we’ve exhausted our pool of potential replacements, and would like suggestions for people who may be willing to serve if we have any additional resignations; areas where we currently lack membership include Admin & Finance, Facilities Management, Athletics, and Legal Affairs/University Advancement

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- D. A collection of canned goods and other items for FUEL NKU will be taken at the next meeting for anyone who would like to contribute.
  - E. Faculty/Staff Picnic: we'd like to establish a date ASAP, and begin planning, so Dave requested feedback to support that process:
    - 1. Most agreed the off-campus location was good
    - 2. Season: end of summer/early fall; the week before classes begin is a particularly BAD time due to college and university convocations; suggestions were made for around 2 weeks before classes begin or 2-3 weeks into the semester
    - 3. Walter Smith reminded us about the issue encountered by 2<sup>nd</sup> shift Facilities Management staff, and Dave indicated Zaidi is aware of it, and it will be fixed this year
- VII. Standing Committees:
- A. Benefits – no report
  - B. Constitution & Bylaws – no report
  - C. Credentials & Elections – no report
  - D. Outreach – no report
  - E. Policies – no report
  - F. Scholarship – **report**
- VIII. 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. Sustainability Strategy Work Group – no report
  - F. Transportation – **report**
    - 1. Pam Wagar highlighted poor lighting near the Lot K crosswalk behind the north side of Griffin Hall, where someone witnessed a near miss with a pedestrian; Chris Bowling will take the concern to the committee.
  - G. Wellness – **report**
- IX. Ad-Hoc Committee
- A. Roundtable Discussion – no report
- X. Old Business
- XI. New Business
- XII. Announcements
- A. February guest: Mike Hales, CFO – budget update
  - B. Annual MLK Breakfast Friday 1/13 at 8:00am in the SU Ballroom
- XIII. Adjournment – motion to adjourn was made by Lori Thaxton and seconded by Sue Murphy-Angel; meeting adjourned at 2:22pm with no opposition or abstention.

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## Scholarship Committee Meeting Minutes

Date: 12/12/2016, 9:30am, AC 615  
Present: Tom Barnett, Denny Sickinger, Amberly Nutini, Kim Sanders  
Absent: Cindy Ash  
Guests: None

### Discussion:

- We had 13 applications for the Fall Staff Congress Book Award, however only two people can receive the award. This award is open to all full-time staff members who are pursuing an undergraduate or graduate degree or enrolled in a certificate program.
- We awarded the two \$125 Spring Staff Congress Book Awards to Beth McCubbin (Teacher Education) and Madeline Rumker (All Card). Both graciously accepted the awards.

### Next Meeting:

- Next Meeting is scheduled to take place in March or April to award multiple Staff Congress Awards.

## Transportation Committee Meeting Minutes

Date: 12/12/2016, 9:30am, AC 615  
Present: Sarah Aikman, Chris Bowling, Paul Hundemer, Curtis Keller, Andy Meeks, Bill Moulton, Tess Phinney

### Discussion:

- Working on possible grants for electric vehicle charging stations, including an opportunity from Volkswagen
- Bike share bikes will likely be put into storage for the winter due to ice and snow

## Wellness Update

### Discussion:

- The annual health assessment program has changed to a Primary Care Physician (PCP) program. Benefits eligible faculty and staff will receive a reward of a \$25 gift certificate for AllCard dollars by meeting with your PCP for an annual check-up and biometric screening. Print your NKU Cares PCP visit form and complete the top portion, take the form to your annual check-up and have your physician sign and date the bottom of the form and return to you, and submit your form to the HR front desk (Lucas Admin Center, 7th floor) and receive your \$25 All Card gift certificate. Limit one per year, per preventive screening.
- There will be two tobacco cessation classes next term, in February and in May. Those attending will receive free nicotine replacement therapy materials to help in their

successful transition to a non-smoker. You can register for the February group program on the Wellness website.

- Don't forget that the Heart Mini Marathon is March 12. The sign-up information 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 the event and not just donate to it.
- Powerball fitness classes start Tuesday, January 17, followed by a 20-minute easy stretch sessions. Register for the Powerball classes on the Wellness website. No registration is needed for the stretching sessions.
- The first Lunch and Learn of the semester, The Pursuit of Wellbeing. It Doesn't Have to Suck!, will be held on January 25, and the second, FITT for You. Personalized Workouts that Work, will be on February 1. Registration for both is open.
- Don't forget that when you participate in Wellness sponsored activities, you can get punches on your Perk Card. Each card is worth \$5 on your All Card when it is full. You can redeem up to four cards per month.
- If you are stressed or need advice or counseling, don't hesitate to use the Aetna Employee Assistance Program. You may be surprised by the number and variety of services available to NKU employees and household members. You must use our company ID and password to log on and access the services. Details are under Services, Employee Wellness on the Wellness website.

# **Office of Student Conduct, Rights and Advocacy**

# Overview of our office

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- Student conduct
- Title IX services for students
- Student Advocacy services
- Resource for faculty and staff
- Students of Concern Committee



# Student Conduct Overview

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- Code of Student Rights and Responsibilities
- Investigating reports
- Convening hearing panels
  - Recruiting staff, faculty and students to serve

# Title IX

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- Deputy Title IX Coordinator for students
- Responsible for addressing reports filed by students with regard to our sexual misconduct policy

# How does Title IX apply to us?

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- Every School Must Have and Distribute a Policy against Sex Discrimination
- Every School Must Have a Title IX Coordinator
- Every School Must Have and Make Known Procedures for Students to File Complaints of Sex Discrimination.
- Every School needs to provide training to students, faculty and staff.

# What does this mean for you?

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- If a student tells you they have been victimized by any of these means:
  - Sexual assault or violence
  - Sexual misconduct
  - Stalking/Cyberstalking
  - Bullying (gender-based)
  - Domestic or dating violence
- Listen- Provide them with resources and support.
- Contact the appropriate Title IX Coordinator.

# Responsible Employees Continued

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Responsible employees are required to report incident(s) of gender-based misconduct to their supervisor or the Title IX Coordinator. For responsible employees who report to their supervisor and not directly to the Title IX Coordinator, a report must ultimately be received by the Title IX Coordinator. These reports must include the following details, **if known**, related to the gender-based misconduct:

- name of the victim,
- name(s) of the perpetrator,
- names of other students involved
- relevant facts, such as date(s), time(s), and location(s)

# NKU's process for reporting

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- Students with inquiries or complaints about sexual misconduct or harassment should contact the Office of Student Conduct, Rights and Advocacy. All complaints will be fully investigated.
- The goal of the Office of Student Conduct, Rights and Advocacy is to have a student-friendly process in which all involved feel supported.
- Students are always encouraged to report incidents to the University Police.

# Resources for NKU students

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- Norse Violence Prevention Center
- Health, Counseling and Student Wellness
- Office of Student Conduct, Rights and Advocacy
- NKU Police Department
- Northern Kentucky Women's Crisis Center
  - Located in Covington, 859-491-3335
- St. Elizabeth Hospital emergency rooms (SANE)

# Pregnant and Parenting Student Rights

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- Title IX prohibits discrimination on the basis of sex - including pregnancy, parenting, and all related conditions - in all educational programs and activities that get federal funding. This means that schools must give all students who might be, are, or have been pregnant the same access to school programs and educational opportunities that other students have.



# Student Advocacy Services

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- Mental health crisis
- Medical issue related to the student
- Family medical or other issue causing student to miss class
- Medical or other types of withdrawal from classes
- Pretty much any issue that the student or their family is trying to work through

# Resources for Staff and Faculty

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<http://scra.nku.edu/>

# Students of Concern Committee

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The Students of Concern Committee (SOCC) is a campus resource established to receive, and when it deems appropriate, act upon information or behavior of concern exhibited by a student or group of students.

# **SOCC Members**

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- **Ann James, Senior Associate Dean of Students**
- **Bob Alston, Assistant Dean of Students**
- **John Gaffin, Chief of University Police**
- **Ben Anderson, Director of Health, Counseling & Student Wellness**
- **Sara Kelley, Legal Affairs**
- **Victoria Suttmiller, Associate Director of University Housing**
- **Faculty representative**

# Online Resources

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Office of Student Conduct, Rights and Advocacy website contains all student policies and conduct procedures:

<http://scra.nku.edu/policies/student-rights.html>

NKU Title IX site:

<http://titleix.nku.edu/>

# People of SCRA

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Ann James  
Sr. Assoc. Dean of Students



Bob Alston  
Asst. Dean of Students



Julie Bridewell  
Coordinator, SCRA

# Office of Student Conduct, Rights and Advocacy

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Student Union 301

859-572-5147

[jamesa3@nku.edu](mailto:jamesa3@nku.edu)





**QUESTIONS?**

Thank you!

*ignite  
your  
Spark*

