

**Members present:** Tina Altenhofen, Cindy Ash, Tom Barnett, David Bauer, Tiffany Budd, Angela Calhoun, Jeff Chesnut, Sara Conwell, Rebecca Cox, Tiffany Freytag, Kyle Jacobson, Debbie Kelly, Katie Lovold, Jennifer Martinez, Katy McBryan, Beth McCubbin, Sue Murphy-Angel, Donna Neace, Josh Neumeyer, Amberly Nutini, Kimberly Sanders, Dennis Sickinger, Steve Slone, Lori Thaxton, Mary Ann Trumble, Pam Wagar, Kimberly Wiley, Carolyn Willhoit, Chris Witt, Carole Ziegler

**Members absent:** Chris Bowling, Nick Gamble, Sarah Iden, Walter Smith, Collette Thompson

**Guests:** Janel Bloch, Lauren Childs, Maddie Forrester, Mike Hales, Grace Hiles, Mike Irwin, Mary Kishman, Geoffrey Mearns, Sue Hodges Moore, Heather Moulton, Dan Nadler, Shari Rieselman, Kathleen Roberts, Arnie Slaughter, Lori Southwood, Jenny Wagner, Will Weber

- I. Call to Order – 1:03 p.m.
- II. Approval of January 12, 2017 minutes – Motion to approve minutes as submitted made by Jeff Chesnut and seconded by Pam Wagar; approved by voice vote with no opposition or abstention
- III. Guest: Mike Hales, CFO – FY 2017-18 Budget Process Update
  - A. Mike shared updates about:
    1. Current budget status
    2. 2017-18 budget planning process and assumptions
    3. State performance incentive model progress
    4. Actions taken/planned based on suggestions during the budget open forums
  - B. See slide presentation beginning on page 8, and feel free to [email Mike](#) at with any questions. *Note: Some slides have a small speech bubble at the top left (as shown below), which you can hover over to view the underlying comments/notes for the slide.*
- IV. Guest: President Mearns – Q&A
  - A. Geoff explained the timeline for the tuition decision: CPE will make its decision after the March Board of Regents meeting, so a special board meeting will address the question in the first week of April; Geoff encouraged attendance at the budget open forums noted in Mike's presentation.
  - B. The Board of Regents is meeting next week to discuss the presidential search, and a committee and consultant firm will be announced soon thereafter.
  - C. Further announcements regarding Geoff's transition dates and an interim president will also follow as soon as possible.
  - D. On Saturday February 11 at 10:00 a.m., the Northern Kentucky caucus of state legislators will hold a public session in Griffin Hall; particular issues include continued interest in NKU budget equity, as well as a recently introduced bill to allow concealed carry on university campuses ([HB 249](#)).
  - E. Jeff Chesnut asked about a rumor that University of Cincinnati's basketball team may play its home season at the BB&T Arena; Geoff indicated more details would be forthcoming, because some decisions are still to be made. Further, Jeff asked about a basketball game against Ball State, and Geoff indicated if a game is scheduled, he'll foot the bill for anyone from NKU who travels to Muncie to see it!
- V. Liaison Reports
  - A. Board of Regents – Staff Regent Arnie Slaughter

1. Arnie confirmed Geoff's comments regarding the transition plan, emphasizing that the board wants to move as quickly as possible, but also make sure it finds the right person to be NKU's sixth president.
  2. Next official BOR meeting is Wednesday, March 15<sup>th</sup> at 9:00 a.m. and 1:00 p.m.
  3. Katy McBryan expressed concerns shared with her regarding the late timing of the announcement of President Mearns's transition to NKU vs. Ball State constituents; Arnie shared the information he had about the communication planning process, and said Ball State basically jumped the gun a bit.
- B. Executive Team / Administration & Finance – Senior VP Sue Hodges Moore
1. Health Innovation Center: still on time and budget
- C. Human Resources – Senior Director Lori Southwood
1. [Regents Distinguished Service Award nomination site is open](#), with nominations due Feb 28; additional communication is also forthcoming through *This Week*.
  2. Payroll: for the 2017 tax year, signup for electronic W-2s will begin at the same time as open enrollment, so those who have expressed interest after this year's signup period (including current student employees) can participate next time; beginning Feb 17, requests for duplicate W-2s can be submitted to Payroll; concerns were expressed regarding SSNs appearing on W-2s – Lori indicated this is required on the form by the IRS.
  3. Performance evaluations – process to be complete with forms to HR by April 7 (other deadlines may be specified by your supervisory hierarchy); Performance Review form is available on the [HR website under Manager's Tool Kit](#); training classes are available for new supervisors or those who would like a refresher.
  4. Katy McBryan asked about how to add or change HSA contributions; Lori shared that the [Health Savings Account Election Change Form](#) is now available to do so.
  5. Katy also asked why notification of changes to KERS taxation were not shared at NKU until January, when a letter from KERS was dated September; Lori S. offered a brief explanation and apology regarding the delay.
  6. Jennifer Martinez asked if the changes affect what NKU pays; yes, NKU pays the same tax the university portion of the KERS contribution.
  7. Sue Murphy-Angel asked what level of government originated the tax, and whether it has any effect on the KERS deficit; it is a federal level tax (Social Security and Medicare), so the increased amount becomes part of an employee's contribution to those funds, not to the state system. Essentially, contributions to state retirement systems, by both employees and employers, did not used to be taxed; the rule was changed several years ago, and implemented in a staggered way across the states, with Kentucky being one of the very last to make the change, which is why we're seeing it this tax year.
- D. Faculty Senate – Dr. Janel Bloch
1. Constitutional changes were approved in the last meeting, updating committees and officers of the executive committee.
  2. Officer elections were held
  3. Budget committee: summer/winter compensation policy is under review; Carole Ziegler asked if the pay formulas may be revised; Janel indicated yes, that may be part of it, and a flat fee may be one option, versus the current calculation based on a faculty member's salary.
  4. The report from last spring's budget priority survey is nearly complete.

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- E. Student Government Association – Will Weber / Ellen Wilshire
    - 1. SGA will participate in the Rally for Education in Frankfort on Monday to advocate for more state funding
    - 2. NKUnity even garnered 200-300 attendees last week; it will continue in the fall
    - 3. A program has begun to assign SGA senators to different areas of the university to bring student voices to the table
    - 4. KCamp will be performing in Lot D Saturday at 4pm for Homecoming
  - VI. President's Report – Dave Bauer
    - A. Picnic planning committee – if interested, [email Dave Bauer](#)
  - VII. Standing Committees:
    - A. Benefits – **report**
      - 1. Questions were asked about the survey questions on the VIA assessment, especially surrounding spirituality; Lori S. noted these questions are being reviewed for updates, and emphasized the results are not shared with anyone at the university other than the employee.
    - B. Constitution & Bylaws – no report
    - C. Credentials & Elections – **report**
    - D. Outreach – no report
    - E. Policies – **report**
    - F. Scholarship – no report
  - VIII. University Committees:
    - A. Benevolent Association – no report
    - B. Food Service Advisory – **report**
    - C. IT Advisory Committee – **report**
    - D. Regent's Distinguished Service Award – no report
    - E. Sustainability Strategy Work Group – **report**
      - 1. Meeting was held and planning continues.
    - F. Transportation – no report
    - G. Wellness – **report**
  - IX. Ad-Hoc Committee
    - A. Roundtable Discussion – no report
  - X. Old Business
    - A. Staff Salary Increase Priorities Survey Results – to be emailed to the campus community before the next Staff Congress meeting
    - B. Staff Congress vacancy suggestions – [send to the Executive Team](#)
    - C. Faculty/Staff Picnic – any feedback since last month's discussion?
  - XI. New Business
    - A. Donna Neace noted a concern raised by students that there is a shortage of outlets in the Fine Arts Center to plug in computers to do school work; Sue Hodges Moore will follow up with Facilities Management
    - B. Donna also asked about the possibility of providing a "limited use" discounted pass to the Campus Rec Center for those whose family use only the track to walk during lunch, for example. Josh will follow up with the CRC staff.
    - C. Sara Conwell raised concerns on behalf of several folks who had talked to her; all were in the group of employees notified they would receive salary increases to remain exempt under the new FLSA rules, but were then told they wouldn't receive the pay when the injunction to the rule was put in place. Additionally, when these

individuals brought their concerns to HR, they were told not to bother talking to Staff Congress, as it wouldn't do any good. Lori Southwood will provide an update at the March meeting regarding the progress of the ruling and any projection on an implementation timeline if possible, and will also address the reference to Staff Congress with her staff.

1. Angela Calhoun asked how new hires in the range covered by the old and pending FLSA rules are being addressed; Lori indicated they are being coded in the old way currently (monthly exempt), but the creation of a "biweekly exempt" pay type is under consideration for the long term

XII. Announcements

- A. March guests: Dr. Kathleen Roberts, Office of Inclusive Excellence, will present the draft of the Inclusive Excellence 2020 plan; Dr. Jennifer Cellio and Dr. Burke Miller, co-chairs of the committee to develop the Quality Enhancement Plan for the 2019 SACS review, will present brief information regarding the QEP process and how staff can be involved.
- B. From Health, Counseling & Student Wellness: free Hepatitis C and HIV testing available to NKU students and employees thanks to a grant through the NKY Health Dept. It's recommended all adults born between 1945-1965 have a one-time test to check for Hepatitis C; adults can live with this virus for years without any symptoms. Take advantage of this convenient option Wednesdays from 10am – 1:40pm in UC 440 and avoid a copay! Walk-ins are possible, and appointments can be made by calling x5650.

XIII. Adjournment – Motion to adjourn made by Lori Thaxton and seconded by Tom Barnett; approved by voice vote with no opposition or abstention; meeting adjourned at 2:49 p.m.

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## Benefits Committee Meeting Minutes

Date: January 25, 2017 at 2:30pm in GH 570  
Present: Jeffrey Chesnut, Tiffany Freytag, Lori Thaxton, Kimberly Wiley, Carolyn Willhoit, Pam Wagar  
Absent: None

### Discussion:

- We discussed our benefits plans open enrollment, and felt it went a little better this year. We are gathering comments and suggestions to pass along to Emily Sumner.
- Faculty/Staff Night for Men's Basketball is February 21, so hold the date.
- We had a short discussion of the VIA Character Strength surveys; some employees have reported that they were not happy about the questions and did not necessarily answer as they really felt but modified it because their supervisor would have information about the results. This could skew the results.
- Some staff are still expecting the annual health assessment. We should let Wellness know that they may need to publicize the PCP as a replacement for the annual assessment.
- Employee Appreciation Week Kickoff is on the afternoon of Monday March 20, with the breakfast on Thursday March 23. Save the dates.
- The committee would like to explore hosting Recess again this summer, but suggested that we find a date that is also an orientation/registration date.

**Next Meeting: February 22, 2017 at 2:30pm in GH 570**

## Credentials & Elections Committee Meeting Minutes

Date: 01/18/2017, 2 pm, AC 105  
Present: Tina Altenhofen, Donna Neace, Maryann Trumble, Sue Murphy Angel  
Absent: Beth McCubbin  
Guests: Dionna Sholler, HRIS Manager, HR and Carole Ziegler, Chair Policies

### Discussion:

- Committee worked with Dionna Sholler to determine and define parameters for nomination and election staff reports. These reports are ran to determine staff eligibility to be nominated for a position on Staff Congress and to determine staff eligibility to vote:
  - Staff eligible to be nominated = employed since April 14, 2016
  - Staff eligible to vote = employed since January 10, 2017

**Next Meeting: 02/15/2017, 2pm, AC 105**

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## Policy Committee Meeting Minutes

Date: January 25, 2017, 2:30 p.m. in MEP 216  
Present: Angela Calhoun, Sara Conwell, Rebecca Cox, Katy McBryan, Steve Slone, Carole Ziegler

### Discussion:

- With the Staff Regent Election policy revision submitted for feedback to President Mearns, Sue Hodges Moore, and Lori Southwood, the Policy Committee met to discuss the next policy(s) to review. Meeting adjourned

**Next Meeting: February 22, 2017, 2:30 p.m., MEP 216**

## Food Service Advisory Committee Meeting Minutes

Date: 02/01/2017, 10-11 am, SU105  
Present: Andy Meeks, Pat Hannan, Lauren Mountain, Celeste Manning, Lori Thaxton  
Absent: Jodi Stooksberry, Caitlin Drouillard, Faculty Senate & SGA representatives  
Guests: none

### Discussion:

- In honor of heart health month Chartwells will be having a promotions raffling a bicycle, one chance for each bottle of water purchased.
- Chartwells will also be having a promotion where we can purchase a case of water to have it donated to the local food banks with the purchasers name on them as "donated by" purchasers name.
- Chartwells has invited commuter students to a lunch and learn seminar to explain the benefits of purchasing a meal plan for commuter students and all in attendance will get a one-time swipe card to try a meal at the Norse Commons or Callahan.
- I mentioned to Pat that the current commuter meal-plan options are not really of any value to me and many of my co-workers. We do not have the time or inclination to walk to one of the cafeterias for a meal. The \$6.35 exchange plan in the SU either does not cover what I normally purchase (entrée and 2 sides) when we go to the SU or it's too much and I'd be losing money on the soup or other options. I like many do not get a drink with my meal as I am drinking water from a refillable bottle and most of the exchange options available are of no interest to me.
- Pat will look into other possible options for faculty/staff and commuters and he requested we let him know if we have any ideas we would prefer. If anyone has any ideas of a meal plan they would be interested in please let me know so I can pass it on to Chartwells.

**Next Meeting: 03/01/2017, 10-11 am, SU 105**

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### IT Advisory Committee

See provided minutes and slide presentation beginning on page 36 of this document.

### Wellness Report for Feb. 8, 2017

#### Discussion:

- Don't forget that the Heart Mini Marathon is March 12. There is a deadline of February 14 to register if you want the lowest registration rate, an NKU-specific t-shirt, and your packet delivered to campus. The NKU registrations go toward the university's goal of 400 participants. You can sign up for any NKU team that you want at <https://tinurl.com/NKU2017HeartMiniTeams>. If you sign up after February 14, you can still participate but you will get a generic t-shirt and will have to pick up your packet downtown.
- The annual health assessment program has changed to a Primary Care Provider (PCP) program. Don't forget to 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. Under the ACA, your annual wellness exams are covered 100% by your insurance.
- The next Lunch and Learn of the semester, *Farmacy—Food is Medicine*, will be held on March 1, so mark your calendars. Registration is open on the Wellness website.
- Keep in mind 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.

# **Budget Update**

**for  
Staff Congress**

**February 9, 2017**





# OUTLINE

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- FY17 (2016-17) budget status
- FY18 (2017-18) budget planning
- Assumptions for FY18 budget
- State performance funding update
- Status of ideas from last year
- Your input

# FY17 Budget Status

- Enrollment & tuition
- Expected results





# Efforts to improve enrollment and retention continue.

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Modest progress has been made in some areas:

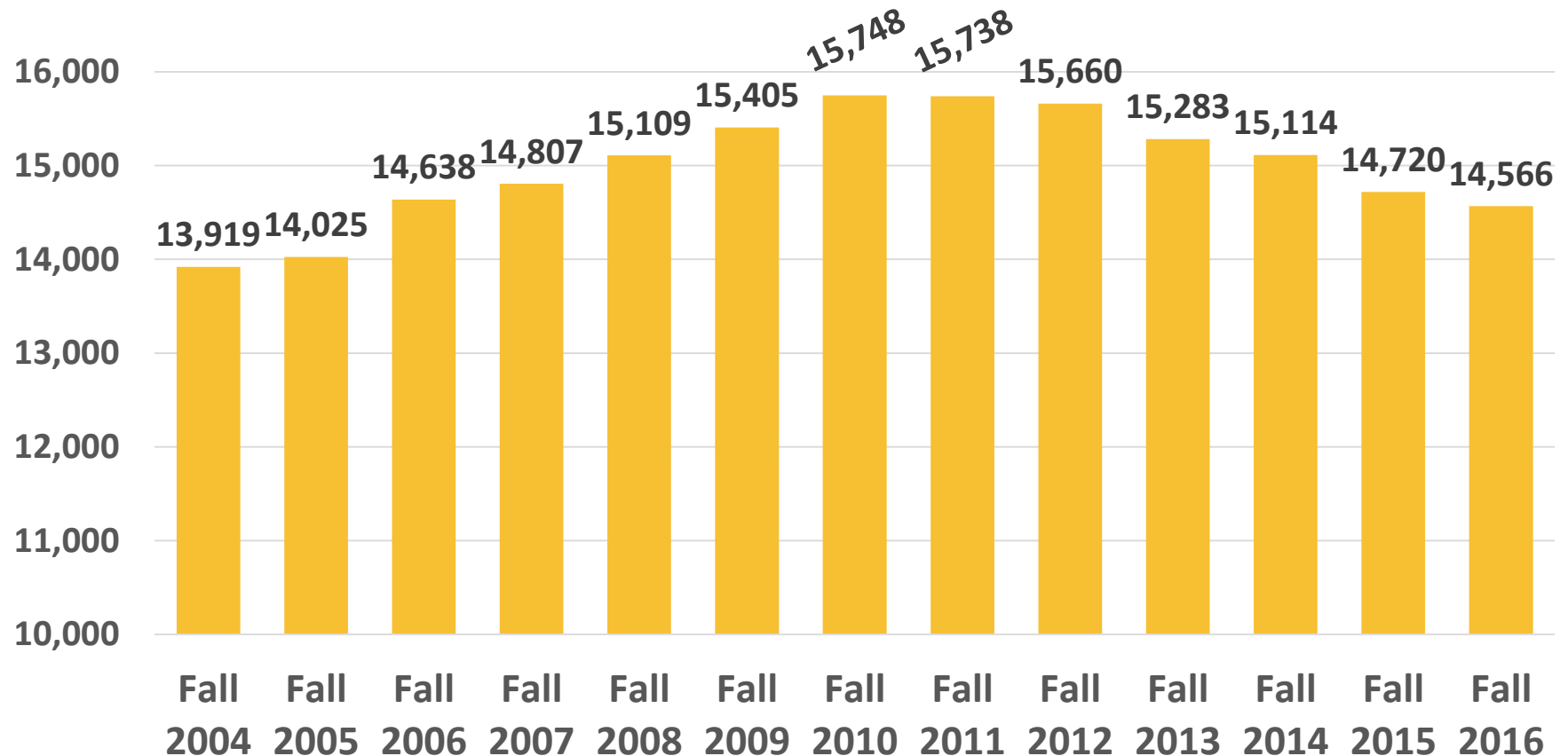
- Graduate students
- Transfers
- First to second year retention



# But enrollment and retention challenges remain ...

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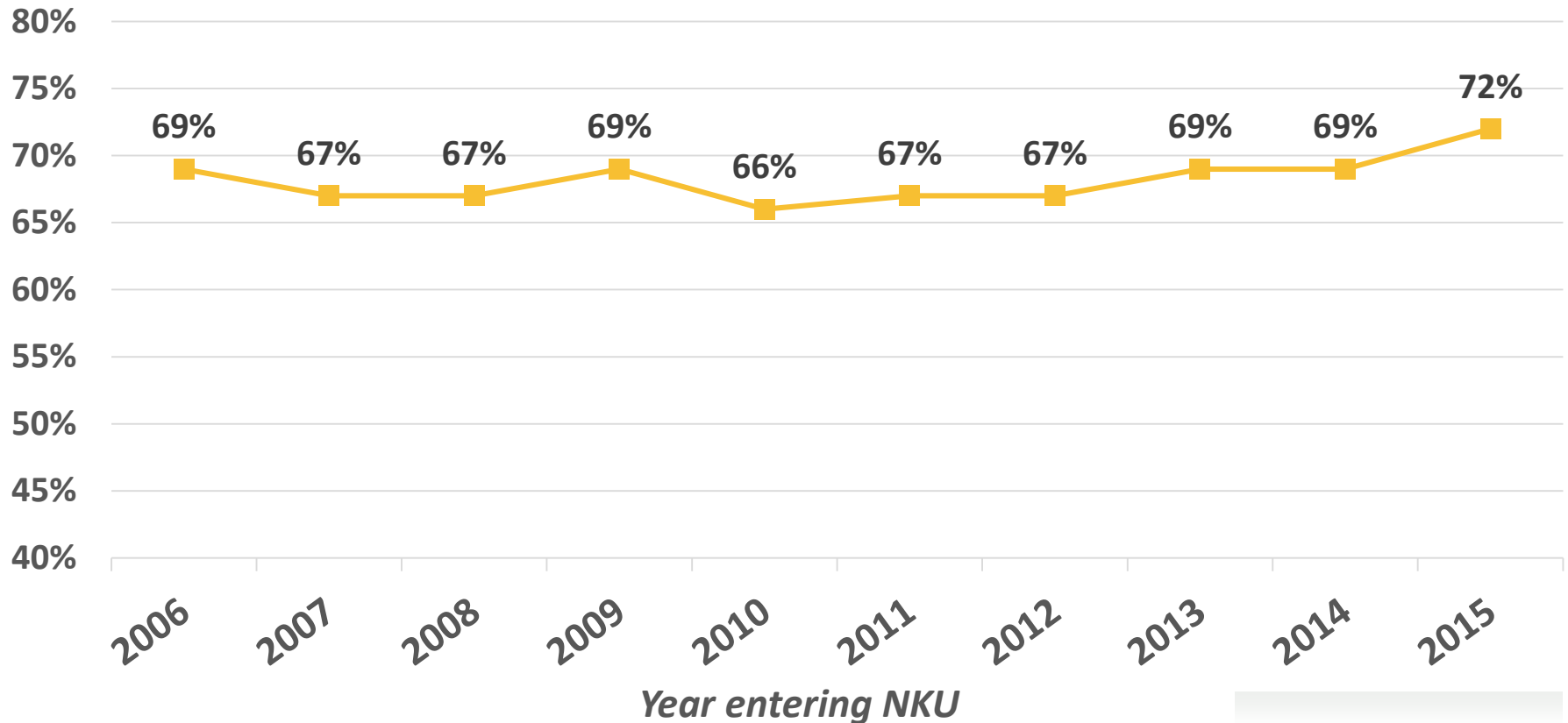
Total NKU Enrollment





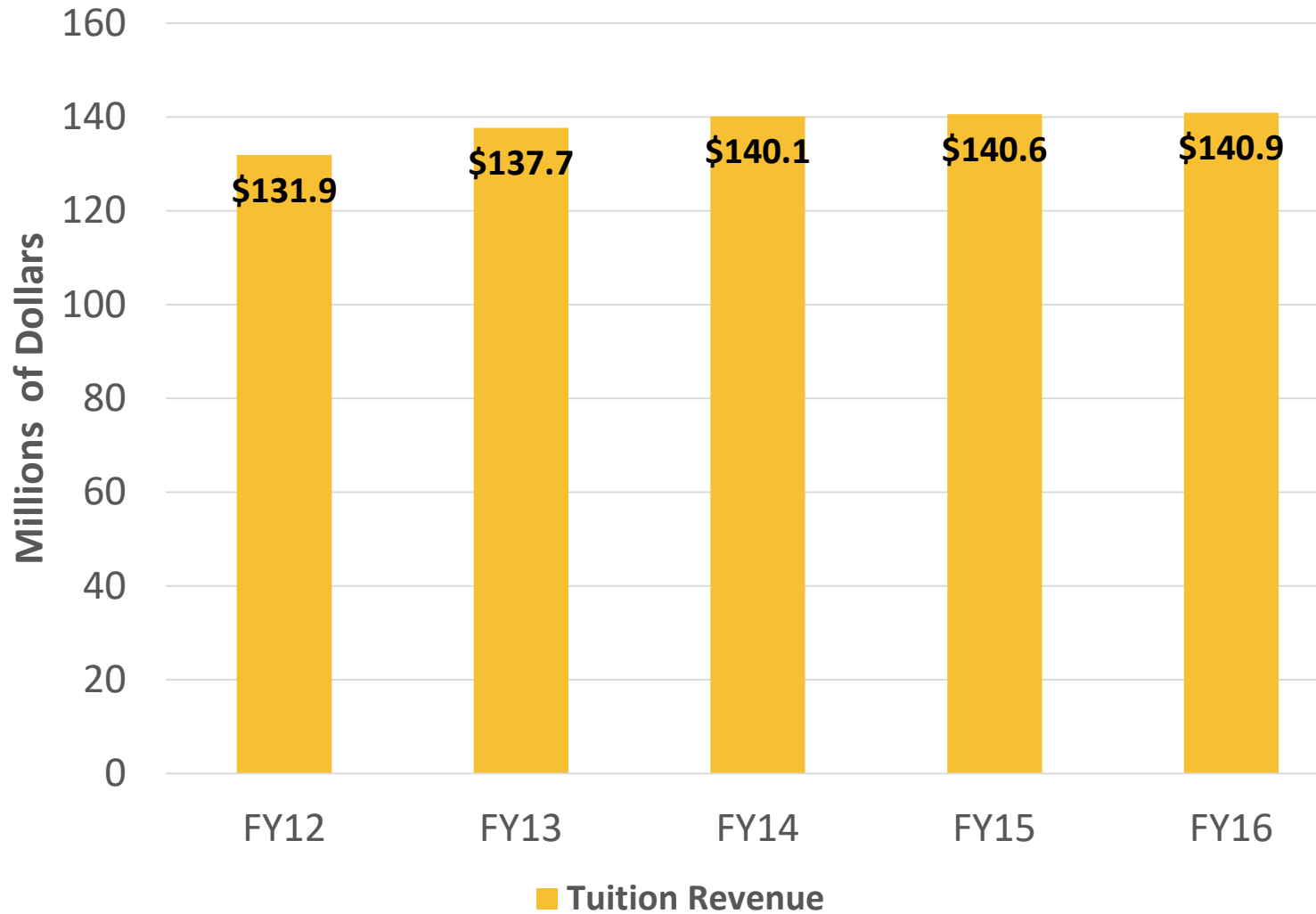
# Efforts to improve retention must continue.

**Undergraduate Retention to 2nd Fall  
(first-time, full-time, bachelor-seeking)**





# Gross tuition revenues are stable due to rate increases.



# A net tuition shortfall is projected for FY17.

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|                       |                       |
|-----------------------|-----------------------|
| Budgeted net tuition  | \$118.6               |
| Projected net tuition | <u>\$116.9</u>        |
| Surplus (deficit)     | <u><u>(\$1.7)</u></u> |

*Dollar amounts in millions*

# FY18 Budget Planning

- New budget model implementation
- Budget governance committees
- Administrative unit budget proposals
- College budget proposals



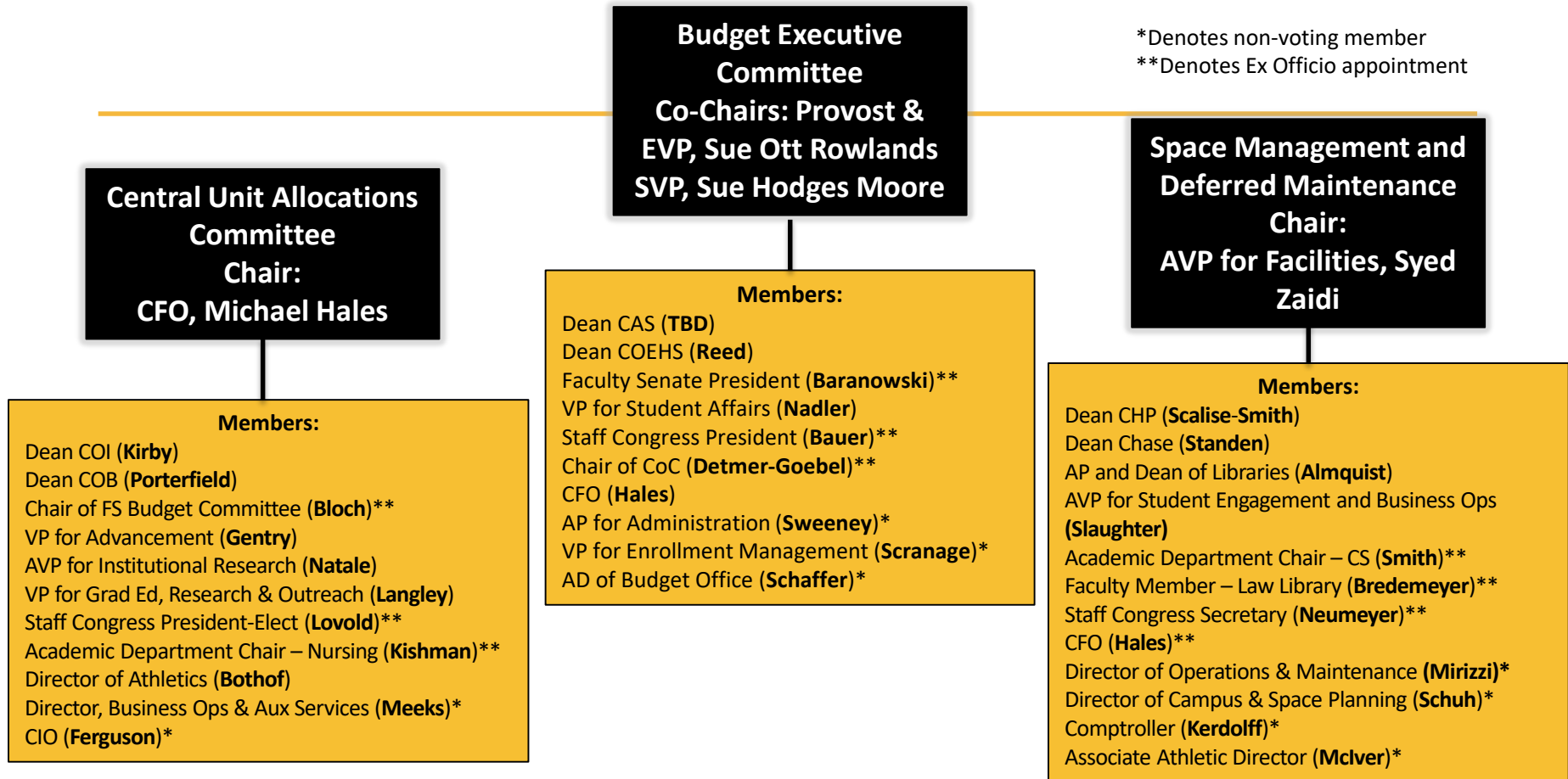


# Use of the new incentive-based budget model begins July 1, 2017.

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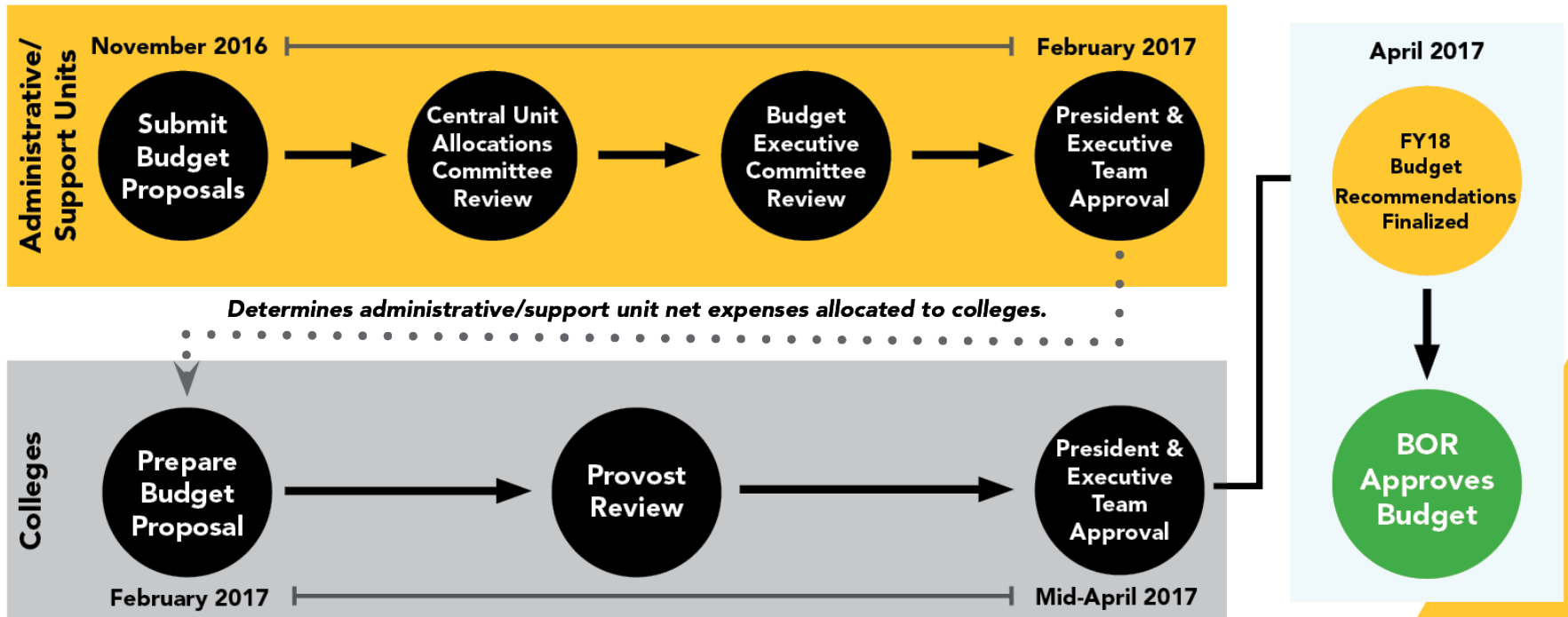
- Moving from a centralized to decentralized process means more involvement and shared responsibility throughout the university.
- Revenues and expenses will be allocated to the colleges.
- Ongoing education and updates will be provided.
- Budget policies will continue to be refined as needed.
- College budget committees are meeting.
- Three new budget governance committees have been working since Fall 2015.

# Budget Governance Committees



Except for ex officio members, appointments are made for two-year periods to achieve broad and diverse representation over time.

# Budget Development Process



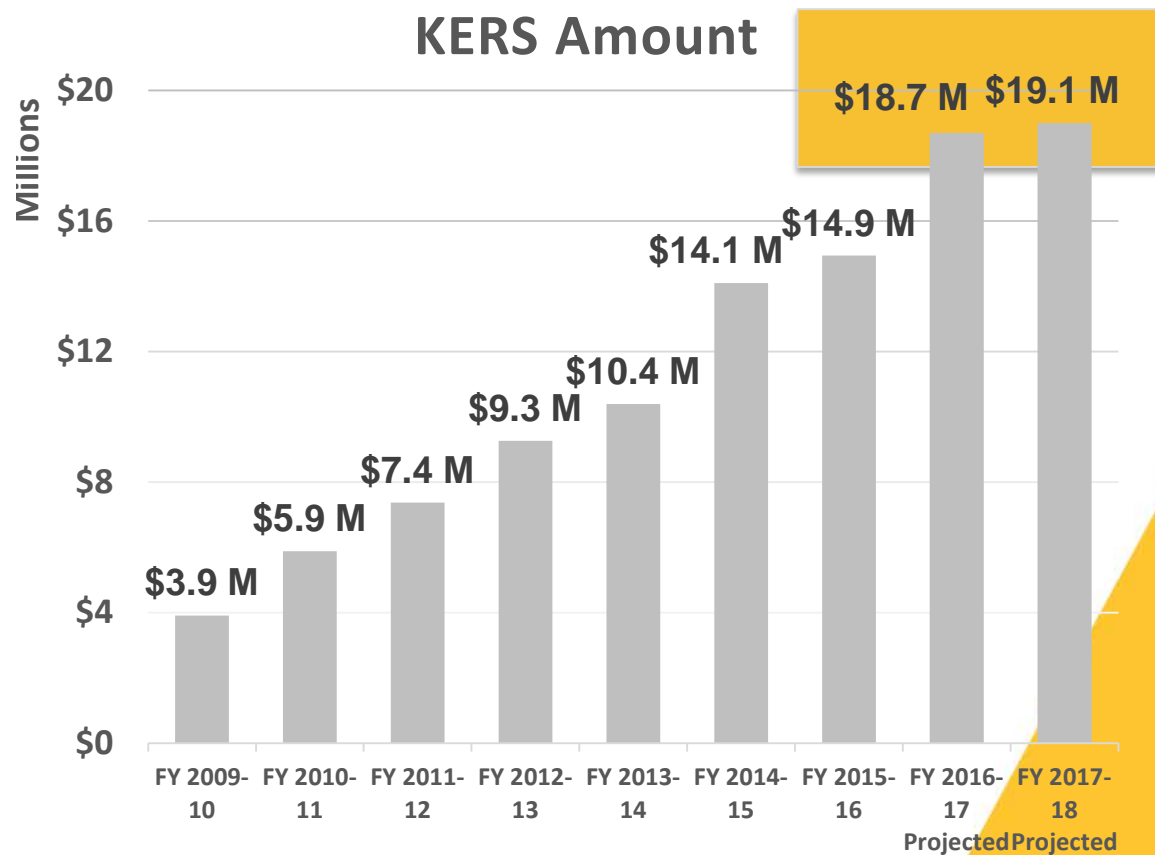
# Assumptions for FY 18 Budget

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- State appropriation increase of \$5.1 million
- Enrollment declines of 2% to 3%
- Tuition increase of 2% to 5%
- Scholarship increases
- Fixed cost increases

# Kentucky Employee Retirement System (KERS) remains high.

| KERS Rates |        |
|------------|--------|
| FY 10      | 11.61% |
| FY 11      | 16.98% |
| FY 12      | 19.82% |
| FY 13      | 23.61% |
| FY 14      | 26.79% |
| FY 15      | 38.77% |
| FY 16      | 38.77% |
| FY 17      | 48.59% |
| FY 18      | 49.47% |



*FY17 and FY18 are projected from Governor's Proposed Budget*

# Sample FY18 Budget Scenario: Source of Funds

| <b>Tuition</b>                                        | <b>2% incr.</b> | <b>4% incr.</b> |
|-------------------------------------------------------|-----------------|-----------------|
| Tuition rate increase (assuming 2% & 4%)              | \$2.5           | \$4.9           |
| Continuing tuition shortfalls (FY17-18)               | <u>(3.2)</u>    | <u>(3.2)</u>    |
| <b>Net Tuition (assuming 2.5% enrollment decline)</b> | <b>(\$.7)</b>   | <b>\$1.7</b>    |
| <b>Scholarships</b>                                   |                 |                 |
| Scholarship increases (FY17-18)                       | <u>(\$2.5)</u>  | <u>(\$2.5)</u>  |
| <b>Net Scholarships</b>                               | <b>(\$2.5)</b>  | <b>(\$2.5)</b>  |
| <b>Net Tuition Revenue</b>                            |                 |                 |
|                                                       | <b>(\$3.2)</b>  | <b>(\$.8)</b>   |

*Dollar amounts in millions*



# FY18 Budget Scenario: Source of Funds

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|                                            |              |
|--------------------------------------------|--------------|
| <b>State Appropriation</b>                 |              |
| Equity funding in FY18                     | \$5.1        |
| <b>Increase in Net State Appropriation</b> | <b>\$5.1</b> |

*Dollar amounts in millions*





# FY18 Budget Scenario: Use of Funds

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|                         |                |
|-------------------------|----------------|
| <b>Use of Funds</b>     |                |
| KERS rate increase      | (\$ .4)        |
| Fixed costs increase    | (.4)           |
| <b>Net Use of Funds</b> | <b>(\$ .8)</b> |

*Dollar amounts in millions*



# FY18 Budget Scenario Surplus (Deficit)

| <b>Source of Funds</b>               | <b>2% incr.</b> | <b>4% incr.</b> |
|--------------------------------------|-----------------|-----------------|
| Tuition (less scholarship increases) | (\$3.2)         | (\$.8)          |
| State appropriation                  | <u>5.1</u>      | <u>5.1</u>      |
| <b>Net Source of Funds</b>           | <b>\$1.9</b>    | <b>\$4.3</b>    |
| <b>Use of Funds</b>                  |                 |                 |
| <b>Net Use of Funds</b>              | <b>(.8)</b>     | <b>(.8)</b>     |
| <b>Net Surplus (Deficit)</b>         |                 |                 |
|                                      | <b>\$1.1</b>    | <b>\$3.5</b>    |

*Dollar amounts in millions*

# Additional funding priorities

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|                                                                        |                     |
|------------------------------------------------------------------------|---------------------|
| Possible compensation increase                                         | \$ 3,300,000        |
| Administrative/support unit requests                                   | <u>7,430,500</u>    |
| Additional funding needed<br><i>(not including colleges' requests)</i> | <u>\$10,730,500</u> |

Decisions/trade-offs must be made.



# Summary of Administrative/ Support Unit requests

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|                                                               |                           |
|---------------------------------------------------------------|---------------------------|
| Administrative Units                                          | \$ 192,000                |
| IT (computer replacement,<br>Smart classrooms, & HIC support) | 2,889,000                 |
| Facilities (def. maint., repairs, & HIC support)              | 3,289,000                 |
| Academic Services (includes sabbaticals)                      | 671,000                   |
| Sponsored Activity                                            | 0                         |
| Libraries                                                     | 0                         |
| Student Services                                              | 389,500                   |
| Athletics                                                     | 0                         |
| Advancement                                                   | 0                         |
| <b>Total Administrative/Support Units'</b>                    | <b><u>\$7,430,500</u></b> |

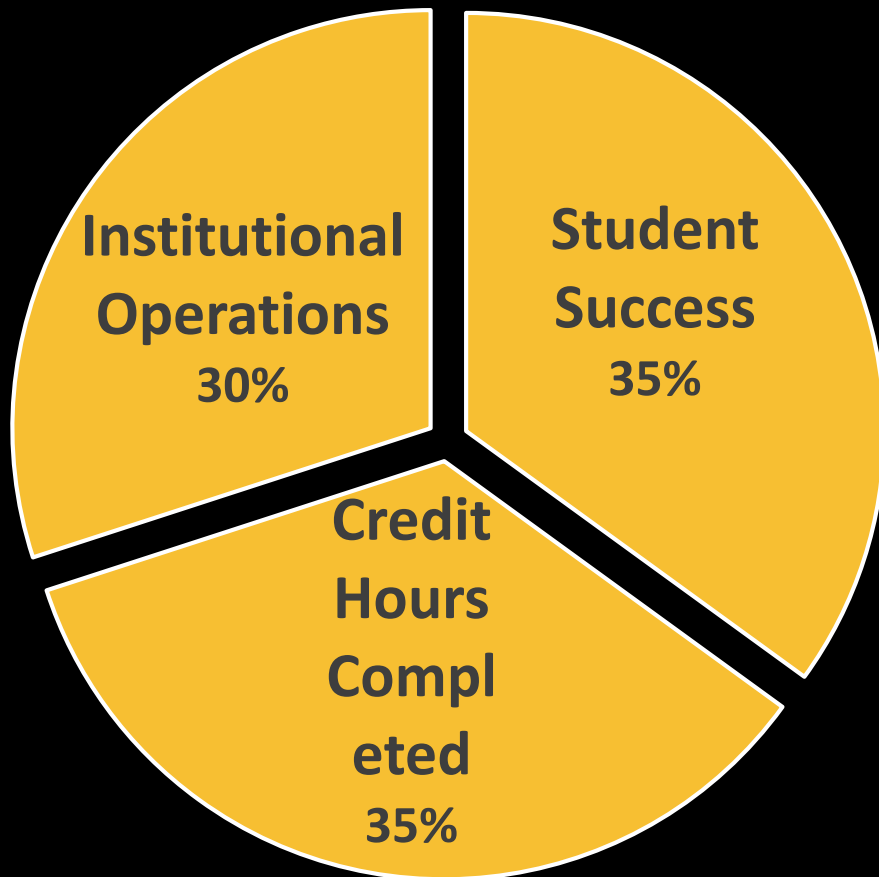
**Requests for New Recurring Funding**



# State Performance Funding Update

- Components of the model
- Time frame for phase-in
- NKU's funding disparity

# The model incentivizes performance in a several areas.



- Degree completion and cohort completion scores awarded
- Distribution of each institutional STEM share of sector total student credit hours earned minority students
  - Weighted to account for cost differences by course level and discipline
  - Degrees per 100 FTE students
- Student progression at 30, 60, and 90 credit hours

# The model would be phased in over several years.\*

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- Applies to 5% of base funding in 2018 and 100% thereafter
- Recommended phase-in:

| 2017-18                                                                                             | 2018-19                                                                                                                                                                          | 2019-20                                                                                                                                         | 2020-21                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• 5% of general fund appropriation (\$42.9 million)</li></ul> | <ul style="list-style-type: none"><li>• 100% of general fund appropriation</li><li>• Hold harmless provision preventing a reduction in an institution's funding amount</li></ul> | <ul style="list-style-type: none"><li>• Stop loss provision limiting the reduction in funding to 1% of the institution's base funding</li></ul> | <ul style="list-style-type: none"><li>• Stop loss provision limiting the reduction in funding to 2% of the institution's base funding</li></ul> |



***\* As written in the KY General Assembly draft bill***



# NKU needs additional equity funding to fix the disparity.

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Proposed model confirms once again that NKU is substantially underfunded compared to universities

Workgroup report acknowledges this disparity should be remedied by providing additional funding to NKU to have a common, equitable starting point

# Status of Ideas Shared Last Year



*ignite  
your  
Spark*





# Several suggestions have been acted upon.

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- Eliminated funded vacant positions
- Reduced administrative positions
- Announced planned restructuring of advancement functions
- Planned sale of WNKU
- Reduced use of search firms, e.g., CAS Dean search
- Reduced spending for food on meetings and events
- Hire staff/admin. under TIAA when possible
- Offered opportunity for reduced work week/salary to A&S staff in Fall 2016
- Reduced paper communications

# Other suggestions are in process.

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- Developing plan for addressing equity/compression/inversion increases for faculty and staff
- Developing stronger strategies for summer/winter sessions, including expanding lifelong learning
- Involving faculty in identifying underlying causes of student retention issues
- Hiring student workers when possible; utilizing graduate assistants more effectively
- Spending less on employee events, e.g., faculty/staff picnic held off-campus, Summer 2016
- Examining employee tuition benefit

# Questions? Suggestions?

## Your ideas for...

Increasing revenues

Reducing expenses

Things to stop doing

We always welcome your input. Please send any questions or suggestions you have to Mike Hales at [halesm1@nku.edu](mailto:halesm1@nku.edu).

FUEL  
the  
FLAME

|                                                        |                                           |
|--------------------------------------------------------|-------------------------------------------|
| Date: 1.27.17<br>Time: 10:30-12:00<br>Location: SU 104 | <b>IT Advisory Council Minutes (ITAC)</b> |
|--------------------------------------------------------|-------------------------------------------|

| Attendees (x indicates attendance) |   |               |   |                  |   |
|------------------------------------|---|---------------|---|------------------|---|
|                                    |   | Bradley Sieve |   | Gary Johnston    | x |
| Shannon Eastep                     | x | Brad McCombs  | x | Wei Hao          |   |
| Ellen Maddin                       | x | Josh Neumeyer | x | Tam McCreless    | x |
| Gina Fieler                        | x | John Alberti  | x | Kurt Sander      |   |
| Nancy Jentsch                      | x | Vicki Cooper  | x | William Landon   |   |
| Chris Bowling                      | x | Mike Whiteman | x | Martha Biederman | x |
| Jo Ann Fincken                     |   | Jim Nilson    | x | Cori Henderson   |   |
| Tye Mortensen                      |   |               |   | Tim Ferguson     | x |
| IT/CITE Attendees:                 |   |               |   |                  |   |
| Bert Brown                         | x | Jeff Chesnut  | x |                  |   |
| Lori McMillin                      | x |               |   |                  |   |
| Jennifer Taylor                    | x |               |   |                  |   |

| Agenda                                   |                        |                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Topic                                    | Presenter              | Discussion Points                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>I. Gender Identity Project Update</b> | Bonnie Meyer/Mary Dawn | Bonnie Meyer presented an overview about the LGBT area. Student name changes for transgender students had been a challenge. We have now created a seamless process for name change. We are now at 4.5 stars and we will be rated nationally in Campus Pride. To change their name, students fill out a paper name change form and either the Registrar's Office or the LGBT Office can make the change in myNKU. |
| <b>II. Norse Alert</b>                   | Darla Pangburn         | Darla Pangburn presented information about updates to the Norse Alert system going live February 15 <sup>th</sup> . Every 6 months people will be prompted to verify/update their contact information when they login to myNKU. People external to NKU can also register for Norse Alerts (ie parents, media, etc)                                                                                               |
| <b>III. One.nku.edu – Faculty/Staff</b>  | Bert Brown             | Bert Brown discussed the development of a faculty/staff portal similar to the current student portal. Chris Bowling, Vicki Cooper, and Mike Whiteman volunteered for a committee to provide input                                                                                                                                                                                                                |

| <b>Agenda</b>                     |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Topic</b>                      | <b>Presenter</b> | <b>Discussion Points</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>IV. NKU.edu website update</b> | Jim Nilson       | <p>Jim Nilson presented an overview of the new nku.edu website. There was broad discussion about the new site and the positives associated with it. The external website is scheduled to launch at the end of February. There were also questions about the approach being taken for Inside.nku.edu . The main inside.nku.edu page and some other internal pages are created. Many of the other “inside” pages are still being developed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>V. Computer Replacement</b>    | Lori McMillin    | <p>Lori McMillin shared an overview of the computer replacement program. The deans have been contacted and they are instructing IT on whom to work with in the different areas.</p> <p>We have setup more robust computers so that they can hopefully last longer.</p> <p>Imaging and tagging of Dell computers is being done by Dell.</p> <p>Deliver of new computers will be directly associated with removing the older device.</p> <p>We will wipe them after two weeks and assess their usefulness.</p> <ul style="list-style-type: none"> <li>-- Increasing communication</li> <li>-- Computers more robust</li> <li>-- Improved delivery system to faculty/staff</li> </ul> <p>There was also broad discussion about backups. The use of One Drive vs Drop Box or other solutions. The committee made a suggestion that the Process Improvements and Efficiencies subcommittee research this topic.</p> |

| <b>Agenda</b>                                                                                                                                                                                                        |                  |                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Topic</b>                                                                                                                                                                                                         | <b>Presenter</b> | <b>Discussion Points</b>                                                                                                                                                                                                                                           |
| <b>VI. LMS Pilot Update</b>                                                                                                                                                                                          | Jeff Chesnut     | Jeff Chesnut presented an overview of the LMS pilots. 19 faculty are participating in the Canvas pilot and 8 in the Blackboard pilot. Jeff shared screen shots of the Canvas pilot and explained some differences in content format between Canvas and Blackboard. |
| <b>VII. Reports from Sub Committees</b><br>Mobile Technology – Don Stinson<br>Hardware – Mike Whiteman<br>Software – Bert Brown<br>Process Improvements & Efficiencies – Lori McMillin<br>ELearning – Shannon Eastep | Various          | No sub committee reports                                                                                                                                                                                                                                           |



ITAC

January 27, 2017

ignite  
your  
Spark

# ITAC January 27, 2017 - Agenda

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- Gender Identity Project Update – Bonnie Meyer/Mary Dawn
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# Gender Identity Project: Overview

---

- Project Overview

# Gender Identity Project: Process

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- Student completes a form from the LGBTQ Program and Services office. Bonnie Meyer, Director of LGBTQ Program & Services, will enter the information into SAP.
- Three New Fields:

## Gender Identity

Female

Male

Transgender

## Pronoun

He

She

They

## Preferred Name

# Gender Identity Project: Demo

---

- Class Roster
  - The preferred name and pronoun are listed

Student List

View:  | [Print Version](#) [Export](#) [S](#)

|  | Last Name | First Name | Pronoun |
|--|-----------|------------|---------|
|  | Ab        | Hamed      |         |
|  | Ar        | Tatiana    |         |
|  | Be        | Alexandre  |         |
|  | Da        | Sally      | She     |
|  | Fr        | Emily      |         |
|  | Mi        | Jordan     |         |
|  | Yo        | Nicholas   |         |

# Gender Identity Project: Demo

---

- Header in Advisor UI

## ***Student (D[REDACTED], Sally)***

**Student Number** 100 [REDACTED]

**Name** D[REDACTED] Sally; \*09/07/1964; Transgender; She

**Principal Org. Unit** College of Informatics

**Status** Student(2); Resident; Part Time; Good Standing; Senior

**Program** BS-INF; BS in College of Informatics; Bachelor Level

Degree Seeking; Computer Information Technology Major

# Gender Identity Project: Next Steps

---

- Blackboard
- Grading
- BW
- Other programs in myNKU as needed

# ITAC January 27, 2017 - Agenda

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# Norse Alert - background

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- In September 2015, President Mearns convened a campus wide committee to study NKU's emergency communication policies and procedures.
- The committee determined that students, faculty, and staff should be automatically enrolled in the University's emergency notification alert system, Norse Alert, rather than being asked to self-enroll.
- This will allow information to reach more individuals in the event of an emergency situation where receiving information within moments could help save lives.

# Norse Alert - scope

---

- Student, Faculty, Staff will interface with NorseAlert via myNKU
  - Move to an “opt-out” approach, but cannot opt-out of receiving alerts to their NKU email account
  - Each user will be prompted every 6 months via myNKU to review their NorseAlert settings
- Non-NKU users (parents, relatives, vendors, media, etc...)
  - Can join but they will manually opt-in and opt-out



# Norse Alert - status

---

- Go Live February 2017
- Development is complete and testing is underway
- Language is being worked on for:
  - the Norse Alert website
  - new Norse Alert myNKU tab and popup screens
  - new Norse Alert Rave registration page
- Communication Plan is being finalized

# Norse Alert - team

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## Project Team:

- **Jeff Baker**, Safety & Emergency Management, Norse Alert Owner
- **John Gaffin**, Chief of Police
- **Amanda Nageleisen**, University Communications
- **Sara Kelley**, Associate General Council
- **Joe Terino**, IT Enterprise Developer
- **Kyle Martin**, IT Business Analyst
- **Darla Pangburn**, IT Project Manager

## Key Contacts:

- **Amanda Steinbrunner**, Conference Management
- **Kimberly Clayton-Code**, Governor's Scholar Program

# Norse Alert – communication

| DATE              | TACTIC                                                                                                                                                                     | OWNER                                          |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Before Feb. 15    | Confirm language for prompt pages in myNKU.<br>Update Norse Alert website, including FAQs. Update Rave login page.                                                         | Jeff Baker<br>Sara Kelley<br>Amanda Nageleisen |
| Feb. 1-15         | Meet with SGA to explain the change, why it's being made, & what it means                                                                                                  | Dan Nadler                                     |
| Feb. 1-15         | Communicate to Faculty Senate, Staff Congress                                                                                                                              | Sue Ott Rowlands<br>Sue Hodges Moore           |
| Feb. 1-15         | Communicate via campus-wide email<br>Recipients: nkunews, nkustudentnews listservs, parents@nku.edu                                                                        | Dan/Sue H Moore<br>Chris Cole/Amanda           |
| Feb. 13           | Communicate to students via This Week email                                                                                                                                | Chris Cole                                     |
| Feb. 13           | Communicate to faculty/staff via This Week email                                                                                                                           | Chris Cole                                     |
| Beginning Feb. 13 | Communicate campuswide via digital signs                                                                                                                                   | Amanda Nageleisen                              |
| Feb. 13           | Communicate off-campus via press release                                                                                                                                   | Amanda Nageleisen                              |
| Feb. 1-13         | Pitch story to The Northerner                                                                                                                                              | Amanda Nageleisen                              |
| Feb. 13 + beyond  | Reinforce via other e-newsletters (From Desk of Provost, Administration & Finance Newsletter, IT Newsletter)                                                               | Amanda/Chris Cole                              |
| Feb. 13 + beyond  | Work with NKU Housing to reach residential students (flyers, emails from RAs, digital signage, etc.)                                                                       | Chris Cole<br>Dan Nadler<br>Arnie Slaughter    |
| Feb. 13 + beyond  | Ask Facilities supervisors to include updating Norse Alert contact information in next shop talk and semi-annually. Some may only log in annually for benefits enrollment. | Jeff Baker                                     |
| February + beyond | Norse Alert is covered in employee new hire orientation as this will pop up as they register for benefits                                                                  |                                                |
| February + beyond | Update Norse Alert communication in student and parent orientation                                                                                                         |                                                |
| February + beyond | Update campus event communication to share how to sign up for Norse Alerts including Summer Camps, one-day events, etc.                                                    | Amanda Steinbrunner                            |
| February + beyond | Update Governor's Scholar resource packet to include how to sign up for Norse Alerts                                                                                       | Bert Brown<br>Kimberly Clayton-Code            |



# Norse Alert - demo

---

## Scenarios:

For Students, Faculty and Staff:

- First time logon to myNKU
- Six month reminder in myNKU

For parents, relatives, etc.

- Sign up for alerts

# ITAC January 27, 2017 - Agenda

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# One.nku.edu

---

- Continuous Improvement
  - Enhancements to Look and Organization of site
  - Enhance communications
  - Expansion of the Student Role
- Phase II
  - Fall 2017
    - Staff Role
    - Faculty Role

# ITAC January 27, 2017 - Agenda

---

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# LMS Pilot Update

---

- Canvas Pilot
  - 16 Courses up and running
  - 3 set for 2<sup>nd</sup> 8 week session
  - 1 person backed out
- Blackboard Pilot
  - 8 courses up and running
- 1<sup>st</sup> survey has gone out to Faculty
- Student surveys and more Faculty surveys to come
- Faculty sharing sessions to be scheduled for end of February early March

**NKU**

Account

Admin

Dashboard

Courses

Calendar

Inbox

Commons

Help

## Dashboard



**Advanced Info Literacy Skills (Sp 17)**  
LIN-414-001M-2017-030  
Spring 2017

3

**International Context for Business...**  
ECO-305-002M-2017-030  
Spring 2017

2 3

**Introduction to Criminal Justice - S...**  
JUS-101-005M-2017-030  
Spring 2017

6

**Organizational Communication (S...**  
CMST-303-004M-2017-030  
Spring 2017

3

### To Do

- 91 **Grade DB#1-Introduction** X  
ECO-305-002M-2017-030  
10 points • Jan 15 at 11:59pm
- 92 **Grade Scavenger Hunt: Know Your Syllabus** X  
ECO-305-002M-2017-030  
11 points • Jan 15 at 11:59pm
- 1 **Grade Introduction Discussion Board** X  
CMST-303-004M-2017-030  
10 points • Jan 16 at 11:59pm
- 10 **Grade Assignment 1: Information Audiences** X  
LIN-414-001M-2017-030  
50 points • Jan 22 at 11:30pm
- 88 **Grade Assignment #1-Cultural Indicators** X  
ECO-305-002M-2017-030  
20 points • Jan 22 at 11:59pm

[10 more...](#)

### Coming Up

[View Calendar](#)

- PEARL #1  
Canvas 101  
10 points • Jan 25 at 12pm
- Assignment 2: Case Study  
LIN-414-001M-2017-030  
50 points • Jan 29 at 11:30pm
- Assignment 2: Case Study  
BOX101  
50 points • Jan 29 at 11:30pm

[6 more in the next week ...](#)

### Recent Feedback

Nothing for now

[View Grades](#)



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- Help
- ←

- Spring 2017
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- Announcements
- Grades
- People
- Syllabus
- Modules
- Conferences
- Assignments
- Chat
- Collaborations
- Files
- Outcomes
- Discussions
- Pages
- Quizzes
- Settings

## Advanced Info Literacy Skills (Sp 17)

Edit ⚙

In case you get lost you can always come to this page to find your bearings. Each sign below will connect you to a week of class materials, readings, and assignments. You can also navigate the course by using the Modules link on the left.



A map of a city street grid with 10 green navigation signs overlaid. Each sign is shaped like a highway shield and contains the following text:

- WEEK 1: Invisible Web/ Dark Web Hidden Web/ Deep Web (with two downward arrows)
- WEEK 2: Finding the "Right" Information (with a rightward arrow) Part 1
- WEEK 3: Finding the "Right" Information (with a rightward arrow) Part 2
- WEEK 4: Just Google It! (with a rightward arrow) Part 1
- WEEK 5: Just Google It! (with a rightward arrow) Part 2
- WEEK 6: Media & Visual Literacy (with a downward arrow) Part 1
- WEEK 7: Media & Visual Literacy (with a downward arrow) Part 2
- WEEK 8: Media & Visual Literacy (with a downward arrow) Part 3
- WEEK 9: Visual Literacy
- WEEK 10: Hoaxes Debunked

- Import from Commons
- Choose Home Page
- View Course Stream
- Course Setup Checklist
- New Announcement
- View Course Analytics

### To Do

Grade Assignment 1: Information Audiences  
50 points • Jan 22 at 11:30pm

### Coming Up

View Calendar

Assignment 2: Case Study  
50 points • Jan 29 at 11:30pm

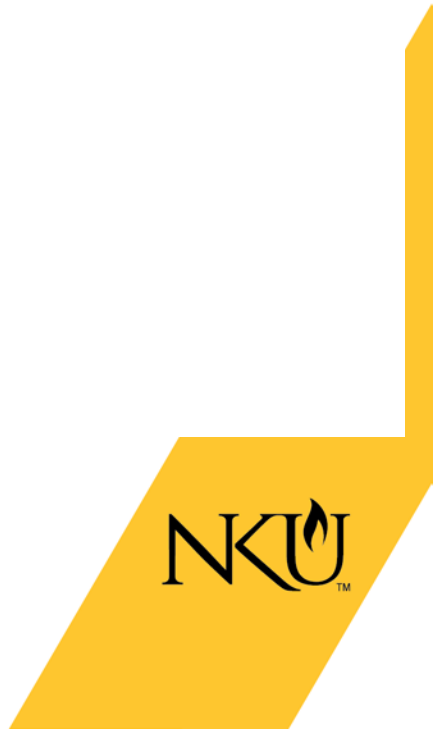
NKU  
Account  
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|                                                                |   |   |   |
|----------------------------------------------------------------|---|---|---|
| Introduction                                                   | ✓ | ⚙ | ▼ |
| Navigating Canvas                                              | ✓ | ⚙ | ▼ |
| Rubrics                                                        | ✓ | ⚙ | ▼ |
| Guidelines for Discussion Board Submissions                    | ✓ | ⚙ | ▼ |
| Citing References for Discussion Boards                        | ✓ | ⚙ | ▼ |
| Introductory Quiz (not graded)<br>10 pts   Score at least 10.0 | ✓ | ⚙ | ▼ |

Unit 2 Prerequisites: Start Here ✓ + ⚙ ▼

|                                                  |   |   |   |
|--------------------------------------------------|---|---|---|
| Unit 2 - Introduction                            | ✓ | ⚙ | ▼ |
| Power Points (Unit 2)                            | ✓ | ⚙ | ▼ |
| Discussion Boards                                | ✓ | ⚙ | ▼ |
| Academic Discussion Board 2<br>Feb 3   90 pts    | ✓ | ⚙ | ▼ |
| Documentary Discussion Board B<br>Feb 3   30 pts | ✓ | ⚙ | ▼ |
| Exams                                            | ✓ | ⚙ | ▼ |
| Exam 2 Part A<br>Feb 3   40 pts                  | ✓ | ⚙ | ▼ |
| Exam 2 Part B<br>Feb 3   40 pts                  | ✓ | ⚙ | ▼ |
| Exam 2 Part C<br>Feb 3   40 pts                  | ✓ | ⚙ | ▼ |



- NKU
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# Chapter 1

Chapter 1 of the text provides a general introduction to the rest of the book. It starts by defining what we mean by "communication" and "organization" and then talks about some major perspectives of organizational communication.

For each chapter, I will record a video lecture that covers some of the key topics from the chapter. I will NOT cover the entire chapter in the video and you are still responsible for all of the material. However, I do try to cover the concepts that are most important from the chapter (and also ones that might be a bit more difficult). Additionally, I'll provide you the ppt slides that I use in the videos. Again, these are not a substitute for the textbook or for reading...they are just aids. Though I recommend that you watch the chapter lectures, they are not 'required'.

## CH 1 Video Lecture

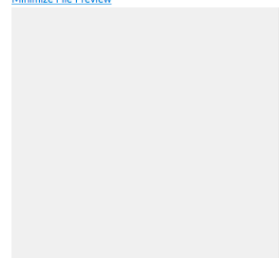
Organizational Communication (Sp 17) - CH 1 Introduction

**Shared Meaning**  
 The process of individuals coming to a shared understanding of communication  
 Emphasis is on the receiver's role of interpreting a message  
 Meaning can be assigned to unintended messages (e.g., nonverbal)

0:04:22 / 0:25:30

[Open in fullscreen](#)

[CH 1 PPT](#) [Minimize File Preview](#)

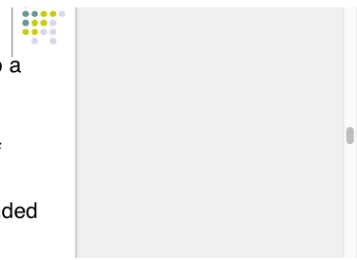


### Shared Meaning

The process of individuals coming to a shared understanding of communication

Emphasis is on the receiver's role of interpreting a message

Meaning can be assigned to unintended messages (e.g., nonverbal)



Northern Kentucky University x Courses x

Secure <https://nku.blackboard.com/ultra/course>

Apps Northern Kentucky... Blackboard Learn CITE Canvas

# Blackboard

## Courses

Filter By All Courses

Jeffrey Chesnut

Activity Stream

Courses

Organizations

Calendar

Messages

Grades

Tools

Admin

Sign Out

### Current Courses

Jc

**Jeff's Test Course**  
Jeffrey Chesnut  
ID: Bb-101-JCC

### Upcoming Courses

You are not enrolled in any upcoming courses.

?

<https://nku.blackboard.com/ultra/course>

Browser tabs: Login - Blackboard Learn, Course Content  
Address bar: https://nku.blackboard.com/ultra/courses/\_20\_1/cl/outline

Course: Criminal Justice Research Methods (Sp 17) | Course Documents | Edit Mode is: ON

**Course Documents**

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

- Outlines** ▾
- Study Guides** ▾  
Availability: Item is not available.
- Examples of Hypotheses** ▾  
Enabled: Statistics Tracking  
Attached Files: [Examples of hypotheses.doc](#) (29 KB)
- Practice Exercise** ▾  
Enabled: Statistics Tracking  
Attached Files: [Practice Hypotheses.doc](#) (35.5 KB)
- Descriptive Analysis** ▾  
Availability: Item is not available.  
Enabled: Statistics Tracking
- In class practice article** ▾  
Availability: Item is not available.  
Enabled: Statistics Tracking  
Read this article and bring a copy to class on Thursday, November 10
- Article Analysis** ▾  
Availability: Item is not available.

**Course Management**

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help



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# Reports from Sub Committees

---

- **Process Improvements and Efficiencies** – Lori McMillin
- **Mobile Technology** – Don Stinson
- **Hardware** – Mike Whiteman
- **Software** – Bert Brown
- **E-Learning** (accessibility) – Shannon Eastep