

**Members present:** Tina Altenhofen, Cindy Ash, David Bauer, Chris Bowling, Tiffany Budd, Chris Charnegie, Jeff Chesnut, Sara Conwell, Meg Cowherd, Rebecca Cox, Chris Dolhancryk, Jennifer Gonzalez, Dave Groeschen, Mike Irvin, Erika Jay, Deanna Karam, Katie Lovold, Katy McBryan, Donna Neace, Josh Neumeyer, Amberly Nutini, Krista Rayford, Kimberly Sanders, Dennis Sickinger, Steve Slone, Terri Smith, Walter Smith, Ryan Straus, Lori Thaxton, Mary Ann Trumble, Pam Wagar, Chris Witt

**Members absent:** Tom Barnett, Quentin Daniels, Collette Thompson

**Guests:** Sami Dada, Grace Hiles, Sue Murphy-Angel, Lori Southwood, Matthew Zacate

- I. Call to Order – 1:02pm
- II. Approval of July 13, 2017 minutes
  - A. Corrections: Benefits Committee - Kim Sanders & Lori Thaxton are co-vice chairs, and Pam Wagar is chair; Erika Jay is on the Credentials & Elections Committee, not the Policy Committee.
  - B. Motion to approve minutes as corrected above made by Lori Thaxton and seconded by Pam Wagar; motion approved by voice vote with no opposition or abstention.
- III. Liaison Reports
  - A. Board of Regents – Staff Regent Arnie Slaughter
    1. The annual July BOR retreat occurred on Wednesday, July 19<sup>th</sup>
    2. Topics for presentation and discussion included:
      - a) Enrollment and retention updates and service
      - b) Financial updates and strategies: tuition, state appropriations, and innovative practices
      - c) Labor market demand- examining our impact and processes
      - d) Frankfort advocacy
      - e) Presidential search updates
    3. New Board of Regents Members
      - a) Ashley Himes, of California, is assistant principal for Northern Elementary School in Pendleton County and a part-time farmer. Himes and her husband hold multiple degrees from NKU and are involved with various education and community-related organizations. She will serve for a term expiring June 30, 2023. Regent Himes was not able to the retreat due to a previously scheduled personal commitment.
      - b) Sami Dada, NKU senior, serves as the new Student Government Association President. Sami has and will continue to be an active advocate for his peers and for our institution.
    4. The Board of Regents from the University of Kentucky will host their first fall semester meeting on our campus on Friday, September 15<sup>th</sup> in the Student Union Ballroom. Members of the UK BOR will have a dinner and meeting opportunity with our NKU BOR on Thursday, September 14<sup>th</sup>
    5. Our next NKU Board of Regents meeting will be held on Wednesday, September 6<sup>th</sup> at 9:00am in SU104. The meeting agenda is in the process of being finalized and will be made public soon. Regent Himes and Regent Dada will be sworn in at this meeting.

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- B. Executive Team / Administration & Finance – Senior VP Sue Hodges Moore
1. Facilities Management:
    - a) The connector road and the second Johns Hill Rd roundabout at the southwest corner of campus will be open by 8/21 for access to Lot K and Campbell Hall, with the land bridge to Operations & Maintenance being removed.
    - b) Lot K will be open as of 8/21, with the exception of two rows of spaces;
    - c) Entrances to the Kenton Garage should also be fully open by 8/21.
    - d) The newly paved Lot A behind the Kenton Garage will be available for use.
    - e) The area between Nunn and Founders and the front of HIC (Lot C) will remain fenced in due to continued construction activity; fencing around Founders, on the Plaza side will be pulled back and the ground hydro-seeded.
    - f) The Three-Mile Road roundabout at Sunset is expected to be complete by late fall/early winter, with traffic in temporary/changing configurations throughout the fall.
    - g) Repaving of Nunn Dr and Three-Mile between Nunn Dr and Sunset Ave will be complete by 8/21.
    - h) Bill Moulton has been named Assistant Director of Facilities Services, and will oversee the combined efforts of the custodial staff who used to report to Chuck Petitt, as well as the roads & grounds, horticulture, and automotive areas he already supervises.
  2. Information Technology:
    - a) The usual expanded accessibility of IT staff, including presence in academic buildings and Norse Tech Bar, will be happening during the first week of classes.
    - b) The employee version of one.nku.edu will launch in September, aggregating commonly used functionality and systems in a single sign-on portal.
    - c) An update to the NKU mobile app will enhance the mobile-friendliness of myNKU functionality within the app.
  3. Business Operations & Auxiliary Services:
    - a) Upgrades coming to the SU food court in the fall will include Tu Taco, Simply Pasta, and physical modifications to the Travel Wagon area.
    - b) The Gotcha bike program has been renewed for FY18.
    - c) 90 new ProSource copiers have been deployed across campus, with 100% scanning in color and 50% with color printing capability as well.
  4. Tiffany Budd asked about the tentative schedule for HIC opening; a current projected timeline will be requested for next month's meeting.
  5. Several members suggested that parking/traffic notifications include map images embedded or as attachments (not just linked), to enhance recipients' understanding of the patterns; this suggestion will be passed on to Chris Cole.
- C. Human Resources – Senior Director Lori Southwood
1. Katy McBryan asked if funding was again available for Perks and health assessment rewards; Lori indicated they are – there was a temporary delay while Wellness waited for the FY18 budget to be loaded in myNKU.

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- D. Faculty Senate – Dr. Matthew Zacate
    - 1. Matthew introduced himself, and reiterated the commitment of Faculty Senate to collaboration with Staff Congress in whatever areas make sense.
  - E. Student Government Association – Sami Dada
    - 1. Sami shared that the SGA retreat is coming up this week, which is their kickoff to the new year.
  - IV. President’s Report – Katie Lovold
    - A. Thanks to all those who attended and helped with the Picnic in the Park! Feedback/suggestions for improvement in future years can be sent to Katie, and a survey may be sent out soon to collect this info as well. Prize winners included: Candace Gibson (Study Abroad), Nichole Marimon (myNKU Finance), Anthony Craddock (Facilities), Mary Dawn (myNKU SLCM), Amy Ishmael (Institutional Research), Terri Smith (Facilities), and Ronda Schweitzer-Hardy (SOTA).
    - B. Reminder: the [anonymous submission link](#) on the Staff Congress website for questions/concerns is always available, and will be used for the upcoming fall Roundtable event.
    - C. Reminder: Staff Congress meetings are conducted according to Roberts Rules of Order, and more information will be shared soon.
  - V. Standing Committees:
    - A. Benefits – **report**
    - B. Constitution & Bylaws – no report
    - C. Credentials & Elections – no report
    - D. Outreach – **report**
    - E. Policies – **report**
    - F. Scholarship – no report
  - VI. University Committees:
    - A. Benevolent Association – no report
    - B. Food Service Advisory – no report
    - C. IT Advisory Committee – **report**
      - 1. Jeff shared information regarding the transition from Blackboard to Canvas, and related training sessions taking place throughout the fall semester.
      - 2. Katie asked about the possibility of a training focused on staff use, particularly the feature in Blackboard called “Organizations,” and how they transition to Canvas; Jeff indicated assistance is available for those who wish to begin moving organizations over.
    - D. Regent’s Distinguished Service Award – no report
    - E. Transportation – no report
    - F. Wellness – no report
  - VII. Ad-Hoc Committee
    - A. Roundtable Discussion – **report**
      - 1. Dave and committee are still finalizing the date of the Roundtable Discussion, and will have more information at the September meeting.
  - VIII. Old Business
    - A. Walter Smith provided handouts (included after committee reports) regarding headcounts of campus employees by race; he will follow up with Lori regarding specific incidents he’s experienced.

IX. New Business

- A. Donna Neace asked about standard locking times for campus buildings (specifically Fine Arts), in the context of safety for those regularly in the building. Chris Charnegie noted the deans responsible for each academic building determine the hours they should close, in terms of need for AllCard access. We'll follow up with Campus Police as well, to determine what hours are currently in place for each building.

X. Announcements

- A. Guest for September meeting: Dr. Kathleen Roberts, Senior Advisor to the President for [Inclusive Excellence](#), will present the almost-final version of the campus Inclusive Excellence Plan, highlighting updates since her last visit, and accepting any additional feedback to incorporate into the final version of the plan.
- B. Lori Southwood: Benefits open enrollment communication will begin soon, with a "Get Ready... Get Set... Enroll!" theme over the course of August through October, when enrollment takes place (late October/early November); there are no major changes to the existing plans for 2018, and more information will be available at the Benefits Fair (watch for dates in announcements).

- XI. Adjournment – Motion to adjourn made by Chris Witt and seconded by Chris Bowling; approved by voice vote with no opposition or abstention; meeting adjourned at 1:49pm.

## Benefits Committee Meeting Minutes

Date: August 1, 2017 at 2:00pm in GH 570  
Present: Ryan Straus, Jennifer Gonzalez, Lori Thaxton, Pam Wagar  
Absent: Kim Sanders, Chris Bowling

### Discussion:

- We reviewed the Benefits Committee activities from FY 2017.
- We discussed ideas for possible FY 2018 meetings/projects/events.
  - Benefits discussion—invite Emily Sumner for a better understanding of benefits availability/restrictions and what we liked in annual enrollment and suggestions for future enrollments.
  - Tuition waiver discussion—invite Lori Southwood, Steve Slone, Tom Barnett
  - Other possible HR questions (e.g. flex schedules, possible Friday afternoons off in summer, etc.)
  - Pre-soccer game tailgate—Ryan will contact Athletics
  - Possible event with Fine Arts/theater attendance
  - Big screen outdoor movies for families
  - Promotion of staff/faculty basketball games
  - Recess next summer
  - Local vendors who want to contribute one-time discounts, etc.
  - Any other ideas?

**Next Meeting: September 5, 2017 at 2:00pm in GH 570**

**Outreach Committee  
 Meeting Minutes**

Date: July 13, 2017, Student Union  
 Present: Mike Irvin, Deanna Karam, Krista Rayford, Walter Smith, Collette Thompson  
 Absent: none  
 Guests: none

**Discussion:**

- We utilized our time during the Staff Congress meeting to determine our meeting schedule and specific roles on the committee.
- We plan to send a monthly email via the Staff Congress listserve to share the highlights of the meeting. We are requesting all committee chairs/ co-chairs to email any important information such as opportunities for staff, significant news and/ or updates, save the dates for future events, volunteer/ service opportunities, etc. We envision this information should be fairly easy to provide since it should be contained in your monthly minutes. Since we are no longer able to share such information via THIS WEEK, we hope this message helps to fill some of that void in communication.
- Following is the schedule for our 2017-2018 Outreach Committee meetings. With the exception of November, December, and January (change due to holidays), the meetings will be held on the fourth Wednesday of the month from 9:30-10:30am.
- Guests are always welcome to our meeting. Please email [thompsonc7@nku.edu](mailto:thompsonc7@nku.edu) to be sure the meeting is happening.

Month	Date	Location
(** indicates variation in schedule or location; Not all of the meetings scheduled may be necessary; committee will decide this on a month-to-month basis )		
<b>2017</b>		
July	No Meeting	-----
August	8/23/17	UC 245
September	9/27/17	UC 245
October	10/25/17	UC 245
November	** 11/29/17 **	UC 245
December	** 1/3/18 **	UC 245
<b>2018</b>		
January	** 1/31/18 **	UC 245
February	2/28/18	** SU 105 **
March	3/28/18	UC 245
April	4/25/18	UC 245
May	5/23/18	UC 245
June	6/27/18	UC 245

<b>Committee Member</b>	<b>Role</b>
Mike Irvin	TBD
Deanna Karam	Faculty Senate Liaison
Krista Rayford	Committee Co-Chair; Newsletter
Walter Smith	SGA Liaison
Collette Thompson	Committee Chair; Lunch & Learns

**Next Meeting: 8/23/17, 9:30-10:30am, UC 245**

## **Policy Committee Meeting Minutes**

Date: July 26, 2017, 2:30 p.m. in AC 722  
 Present: Steve Slone, Tom Barnett, Quentin Daniels, Megan Cowherd  
 Absent: Sara Conwell, Katy McBryan

### **Discussion:**

This meeting served as an introduction to the committee. We brainstormed some possible additions/changes to the Tuition Waiver Policy and conversations will continue.

- A dependent whose parents both work at NKU can only use one tuition waiver capped at 6 hours a semester instead of both losing out on one of the parent's waivers.
- Does it feel like a natural extension of the existing waiver to cover spouses and dependents for graduate classes as well?
- The concept of covering Retirees of course with meeting various milestones before receiving the waiver. An extension of this would be covering the spouse and dependents of retirees. Would people be more apt to retire from the university if their dependents could still use the waiver?

Rachel Green will be coming to a future committee meeting to bring policies that are being considered for review. We look forward to a successful year working with each other and all of Staff Congress.

**Next Meeting: August 30, 2017, 2:30 p.m. SU 106**

## Employee Headcount by Race

Race	2007	2008	2009	2010	2011	2012	2013	2014	2015
Nonresident Alien		26	28	22	13	14	13	8	11
Hispanic / Latino	21	24	31	17	17	20	28	28	28
American Indian or Alaskan Native	4	4	7	4	5	6	4	4	4
Asian	0	0	0	39	43	44	45	47	44
Asian or Pacific Islander	44	34	36	0	0	0	0	0	0
Black or African American	88	92	89	83	74	81	88	91	89
Native Hawaiian or Other Pacific Islander	0	0	0	0	1	0	0	1	1
White	1,855	1,742	1,765	1,857	1,832	1,919	1,924	1,852	1,801
Two or More Races	0	0	0	7	11	12	20	18	15
Unknown	51	142	106	14	34	25	11	7	6
<b>Grand Total</b>	<b>2,063</b>	<b>2,064</b>	<b>2,062</b>	<b>2,043</b>	<b>2,030</b>	<b>2,121</b>	<b>2,133</b>	<b>2,056</b>	<b>1,999</b>

Source: HR IPEDS

## Notes:

1. This report is based on employee data as reported to the US Department of Education through the Integrated Postsecondary Education Data System (IPEDS). The information shown is from a "snapshot" of persons on the university's payroll as of November 1 of the year indicated.
2. The data for 2007, 2008, and 2009 are adjusted from the figures originally reported to IPEDS.
3. Prior reports posted on this site included graduate assistants in the part-time staff counts. They are excluded in this report for 2010 and forward.
4. This report is based on a mandated change instituted by the National Center for Education Statistics as reported to the Integrated Postsecondary Education Data System (IPEDS), beginning fall 2010. The implemented change requires ethnicity/race to be self identified within a two-question format, in which one's ethnicity must be answered first and then followed by one's race. If the employee answers nonresident alien, Hispanic/Latino or 2 or more races, they are not included in race breakout totals.
5. Per IPEDS instructions, certain groups of employees are excluded from the report. These groups include temporary employees, work study students, and volunteers.

Race/Ethnicity   Semester	Fall 2014	Fall 2015	Fall 2016
American Indian or Alaskan Native	4	4	3
Asian	54	56	73
Black or African American	101	98	97
Hispanic/Latino	29	30	31
Native Hawaiian or Other Pacific Islander	1	1	2
Two or More Races	19	15	15
Unknown	18	8	5
White	1,954	1,923	1,815
<b>Total</b>	<b>2,180</b>	<b>2,135</b>	<b>2,041</b>



Position title	# of Minority Candidates	# of Non-Minority Candidates	# of Minority Candidates Interviewed	# of Non-Minority Candidates Interviewed	Hired Candidate Info
Carpentry/Construction Specialist III (INTERNAL ONLY)	0	4	0	4	non-minority
Electrician	2	14	0	6	non-minority
Electrician (CRC Funding)	1	16	0	4	non-minority
Electrician's Assistant	2	13	0	6	non-minority
Floor Care Operator	2	4	1	2	non-minority
Floor Care Operator	1	2	1	1	black/african american
Floor Care Operator Residential Housing	1	8	0	2	non-minority
Floor Care Operator (2 positions)	1	12	0	4	black/african american
Floor Care Operator (3rd Shift) (CRC Funded)	2	9	1	2	non-minority
Floor Care Operator (Contract)	1	1	0	1	Noone hired
General Carpenter/Structural Repairs Specialist I (3 positions)	3	15	0	6	3- non-minority
Groundskeeper	2	21	0	6	Noone hired
Groundskeeper (CONTRACT)	0	5	0	0	non-minority
Horticulture Technician (CRC Funding)	0	10	0	6	non-minority
HVAC/General Maintenance Mechanic	0	8	0	5	non-minority
HVAC/General Maintenance Mechanic - 2nd Shift (CRC Funding)	0	3	0	3	non-minority
HVAC/General Maintenance Mechanic- Residence Halls	0	12	0	6	non-minority
HVAC/Mechanical Systems Supervisor	0	5	0	3	non-minority
Irrigation/Turf Technician	0	10	0	5	non-minority
Lead Floor Care Operator (3rd Shift) (CRC Funded)	2	2	0	1	non-minority
Locksmith	0	3	0	3	non-minority
Locksmith	0	8	0	3	non-minority
Material Handler/Recycler (3rd Shift) (CRC Funding)	1	3	1	3	black/african american
Material Handler/Recycler (Labor Crew)	0	6	0	3	non-minority
Material Handler/Recycler (Labor Crew)	0	10	0	2	non-minority
Material Handler/Recycler (Labor Crew)	0	18	0	4	non-minority
Material Handler/Recycler (Labor Crew) (2nd shift)	6	30	1	8	black/african american
Painter	1	10	0	0	Currently on hold
Painter (CRC Funding)	2	7	0	0	Currently on hold
Plumbing Assistant - 2nd shift (CRC Funding)	3	8	2	3	Noone in the position
Plumbing Mechanic - 2nd Shift (CRC Funding)	1	4	0	3	non-minority
Utility Marker/Heavy Equipment Operator	2	20	0	6	non-minority

Date range is 1/1/2015-2/18/2016

Water = frost main