

**Members present:** David Bauer, Chris Bowling, Tiffany Budd, Chris Charnegie, Jeff Chesnut, Sara Conwell, Meg Cowherd, Quentin Daniels, Jennifer Gonzalez, Dave Groeschen, Mike Irvin, Erika Jay, Deanna Karam, Katie Lovold, Katy McBryan, Josh Neumeyer, Krista Rayford, Kimberly Sanders, Dennis Sickinger, Steve Slone, Terri Smith, Ryan Straus, Mary Ann Trumble, Chris Witt

**Members absent:** Tina Altenhofen, Cindy Ash, Tom Barnett, Rebecca Cox, Chris Dolhancryk, Donna Neace, Amberly Nutini, Walter Smith, Lori Thaxton, Collette Thompson, Pam Wagar

**Guests:** Janel Bloch, Erica Bluford, Grace Hiles, Sue Hodges Moore, Samantha Langley, Sue Murphy-Angel, Arnie Slaughter, Lori Southwood

- I. Call to Order – 1:01pm
- II. Approval of September 14, 2017 minutes
  - A. Guest: Dr. Samantha Langley, Associate Provost for Graduate Education, Research, and Outreach, shared information regarding the university's accelerated online program initiative. Additional resources for reference:
    1. From the 10/9 edition of *This Week: In Case You Missed It: Academic Partnerships Presentations* - Several of you were not able to attend the recent workshops regarding online teaching and learning presented by the staff from Academic Partnerships. If you would like to view any of the presentations you may do so by clicking on this link: <https://nku.instructure.com/enroll/A98DRW>. You will then be asked to enter your NKU credentials, and click "Enroll in Course." Once the enrollment is confirmed, click on "Go to the Course," which will direct you to the individual sessions. If you have any problems with accessing the videos please contact Samantha Langley at [langleys1@nku.edu](mailto:langleys1@nku.edu).
    2. Also, from the provost's update email on 10/12: On the Academic Affairs website, information has been uploaded regarding the implementation of our online partnership at NKU. The PowerPoint presentation from the open forums has been uploaded, as well as our contract with AP, and a link to AP's site. More resources will be uploaded shortly, including Frequently Asked Questions. <https://academicaffairs.nku.edu/faculty-resources/AOP.html>
- III. Liaison Reports
  - A. Board of Regents – Staff Regent Arnie Slaughter
    1. The next Board of Regents meeting will take place Wed 11/8 at 9am in SU 104.
    2. Presidential Search update: some candidate meetings have taken place over the last few weeks, and so far the board is pleased with the four top candidates.
  - B. Executive Team / Administration & Finance – Senior VP Sue Hodges Moore
    1. Business Operations & Auxiliary Services: \$2.2 million project for parking lots A & K is coming to a conclusion; Au Bon Pain is under construction in the HIC; Starbucks will undergo a renovation in Summer 2018; UC basketball at NKU begins Nov 10; exploration of potential modifications to the parking rate structure is underway for the next fiscal year.
    2. CFO: 2019 budget planning process is underway, with administrative unit presentations to the Central Unit Allocation Committee complete; details of the process as it will roll out to the various business units are still being determined.
    3. Housing & US 27 development: projects are continuing in the planning phase

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4. IT: Cybersecurity month will feature tweets from @nkucio re: reducing vulnerabilities in cyberland; the new faculty/staff portal (<http://one.nku.edu>) is now live, allowing single sign-on for a variety of tasks typically completed online – there is a feedback form available on the site for questions/issues encountered; NKU IT has been awarded the 2017 Corporate Technology & Innovation Award in Greater Cincinnati.
  5. FM: Duke Energy rate increase filing may raise our rates about 13% (\$400k), and the university will follow processes (possibly with other schools in the area) to appeal the proposal if possible.
  6. The pension reform bill has potentially been drafted, but not made public yet. NKU continues to monitor progress in Frankfurt
  7. Chris Witt asked if the discount formerly available when using one's AllCard at the soda and vending machines was officially discontinued; using the card seems to be charging full price in recent weeks.
- C. Human Resources – Senior Director Lori Southwood
1. Benefits Fair Update: increase of 100+ in attendance
  2. Open Enrollment: 10/25-11/7, with all materials available on the Benefits website
  3. Compliance Training month: refresher courses are encouraged throughout the month
  4. ALICE training will be offered in October & November
  5. FLSA Update: decisions are still pending judicial and regulatory actions
  6. Tuition Waiver & Prize and Award Taxation Reminders
    - a) All prizes/awards of any value are taxed
    - b) The value of graduate level tuition waived is excludable from the employee's gross income up to \$5,250.00 of assistance within a calendar year. Tuition assistance exceeding \$5,250.00 per calendar is reportable in the gross income of the employee, and taxed accordingly. Detailed policies/procedures can be found on the HR website: <https://inside.nku.edu/hr/benefits/tuitionWaiver/twopoliciesandprocedures.html>
- D. Faculty Senate – Dr. Janel Bloch
1. Small changes to graduate admission categories have been presented, to allow more eligibility for financial aid
- E. Student Government Association – Erica Bluford
1. SGA is finalizing its DACA resolution after fall break, and a related panel discussion will take place on 10/19 from 5-7pm in the ballroom
  2. 10/30 will be the annual safety walk of campus to identify items of concern or in need of repair
- IV. President's Report – Katie Lovold
- A. Staff Congress Night for Men's Basketball – Friday January 26, 2018 in the President's Suite – contact Katie if you are interested in attending so we will know approximately how many are interested and can open the invite further if possible
  - B. A calendar of religious holidays calendar is available on the Office of Inclusive Excellence website (<https://inside.nku.edu/inclusive/events/religious-celebrations.html>)
  - C. 911 access issue with a particular area of campus has been resolved

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- D. Cell phone service in some buildings is spotty if available at all; Chris Bowling suggested ensuring both CDMA and GSM band repeaters to allow all carriers to work, not just certain ones.
- V. Standing Committees:
- A. Benefits – **report**
  - B. Constitution & Bylaws – no report
  - C. Credentials & Elections – **report**
  - D. Outreach – no report
  - E. Policies – no report
  - F. Scholarship – no report
- VI. University Committees:
- A. Benevolent Association – no report
  - B. Food Service Advisory – no report
  - C. IT Advisory Committee – **report**
  - D. Regent's Distinguished Service Award – no report
  - E. Sustainability Initiatives – **report**
  - F. Transportation – no report
  - G. Wellness – **report**
- VII. Ad-Hoc Committee
- A. Roundtable Discussion – **report**
    - 1. 83 questions submitted; approximately 50 will be asked/answered at the event
    - 2. Encourage conversations with the leadership team during the event, especially the lunch portion, to share ideas, questions, concerns while we have their ears directly!
- VIII. Old Business
- A. MaryAnn asked about tobacco ban enforcement; Lori indicated a group has been reconvened and the hotline is available for students and employees to refer problems/issues for follow-up. Student – link on SCRA website (<http://scra.nku.edu/>) to submit an incident report (even if you don't know the student names, you can indicate recurring instance/day/time/description so it can be followed up); suggestions were made for signs which can currently be turned around to be double-sided, for potential involvement of NKUPD, and for potential fines for violations to be considered in the policy.
  - B. Arnie noted that our current free speech policies are being considered for consolidation; however, because we are a public institution, speakers are allowed within certain restrictions outlined in the policies, including safety, specifically threatening/harassing behavior, etc.
- IX. New Business
- A. Kim Sanders, who works part-time at the arena, indicated that event patrons often ask for NKU admission info and/or apparel, but it's only available during our own basketball games on a regular basis. Sue and Katie will follow up on this.
  - B. Jennifer Gonzalez asked if there has been any discussion of additional time off during the holiday period; Lori indicated any such decision hasn't yet been finalized.
- X. Announcements
- XI. Adjournment – motion to adjourn made by Chris Witt; seconded by Dave Groeschen; approved by voice vote with no opposition or abstention. Meeting adjourned at 2:22pm.

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## Benefits Committee Meeting Minutes

Date: Oct. 3, 2017 at 2:00pm in GH 570  
Present: Chris Bowling, Jennifer Gonzalez, Kim Sanders, Lori Thaxton, Ryan Straus, Pam Wagar  
Absent: --  
Guests: --

### Highlights to be shared:

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### Other Discussion:

- We discussed the Benefits Fair and gathered comments regarding the fair to pass along to Emily Sumner. If anyone has additional comments or suggestions for future fairs, please let a member of the committee know.
- We discussed possible future meeting topics. We have invited Lori Southwood to a future meeting to discuss the NKU tuition waiver benefit. We will also invite Tom Barnett and Steve Slone from the Policies Committee to the meeting.
- When we have information on staff/faculty night at the basketball games, we will be happy to help promote the events.

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

## Credentials & Elections Committee Meeting Minutes

Date: 09/20/2017, 1:30 pm, AC 105  
Present: Tina Altenhofen, Sue Murphy Angel, Maryann Trumble & Erica Jay  
Absent: Donna Neace & Terri Smith  
Guests: N/A

### Discussion:

- The committee members reviewed and edited the following: The SC Elections nomination packet and posters
- Eric Jay will make changes to the nomination packet and Maryann Trumble will make changes to the posters
- Sue Murphy will send an electronic copy of nomination packet to Eric Jay and posters to Maryann Trumble to make changes
- Sue Murphy, Tina Altenhofen and Grace Hiles will meet with Ophelia Marks, HR to get information and review timetable for the Staff Board of Regents Elections
- The committee is waiting on a response from the SC Exe.Team on the emails sent on 8/17/17 for guidance on the Board of Regents Elections.

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**Next Meeting: 10/18/2017, 2 pm, AC 105**

Date: 9.29.17 Time: 10:30-12:00 Location: SU 302		<b>IT Advisory Council Minutes (ITAC)</b>					
<b>Attendees (x indicates attendance)</b>							
Article I.		Article III.		Article V.			
Article VII. Eastep	Shannon	Article IX.	Brad McCombs	Article XI.	Chris Strobel		
Article XIII.	Ellen Maddin	Article XV.	Josh Neumeyer	Article XVII.	Tam McCreless		
Article XIX.	Gina Fieler	Article XXI. Bowling	Bethany	Article XXIII.	Brad Sieve		
Article XXV.	Nancy Jentsch	Article XXVII.	Vicki Cooper	Article XXIX. Biederman	Martha		
Article XXXI.	Chris Bowling	Article XXXIII.	Mike Whiteman	Article XXXV.			
Article XXXVII.	Gary Johnston	Article XXXIX.	Amy Ishmael	Article XLI.			
Article XLIII.	Tim Ferguson	Article XLV.		Article XLVII.			
Article XLIX.		Article LI.		Article LIII.			
Article LV. IT/CITE Attendees:							
Article LVI.	Bert Brown	Article LVIII.	Jeff Chesnut	Article LX.			
Article LXII.	Lori McMillin	Article LXIV.		Article LXVI.			
Article LXVIII.	Jennifer Taylor	Article LXX.		Article LXXII.			

<b>Agenda</b>		
<b>Topic</b>	<b>Presenter</b>	<b>Discussion Points</b>
I. Two Factor Authentication	Bert Brown	Bert shared our current authentication practices and current tools used to try and prevent cheating. While they are closely related issues, authentication is its own topic as per SACS and the Higher Education Opportunity Act of 2008 which are steering universities to two factor authentication. Two factor authentication options include biometrics, personal response

<b>Agenda</b>		
<b>Topic</b>	<b>Presenter</b>	<b>Discussion Points</b>
		<p>questions, texting/emailing a code to someone, and proctoring.</p> <p>The eLearning sub committee headed by Shannon Eastep will look at options and bring ideas/recommendations back to the ITAC group.</p>
<b>II. IT Major Projects Overview</b>	Nick Pearson	<p>Nick gave a high level view of all of the major projects that IT has been involved with or is currently involved with (over 100 in total). Examples include Academic Partnerships, Canvas, Graduate Planning, and the Health Innovations Center.</p>
<b>III. Health Innovations Center Update</b>	Nick Pearson	<p>Nick gave an update on the building progress for the new Health Innovations Center. There are over five miles of cable in the building, 61 academic spaces and at least 3 computer labs. The building is currently on target from a timeline perspective.</p> <ul style="list-style-type: none"> <li>■ Early November Founder's Hall construction will be completed.</li> <li>■ March 2018, substantial completion with</li> </ul>

<b>Agenda</b>		
<b>Topic</b>	<b>Presenter</b>	<b>Discussion Points</b>
		<p>planned occupation</p> <ul style="list-style-type: none"> <li>■ May 2018, being people moving into building</li> <li>■ May 2018, a limited number of classes can begin in the building</li> <li>■ Fall 2018, fully open for classes</li> </ul>
<b>IV. Discussion of Sub Committee Participation</b>	Mike Whiteman	Mike asked for everyone to consider their participation in ITAC sub committees. He will be sending out a request for participation before our next ITAC meeting.
<b>IV. Reports from Sub Committees</b> Mobile Technology – Don Stinson Hardware – Mike Whiteman Software – Bert Brown Process Improvements & Efficiencies – Lori McMillin ELearning – Shannon Eastep	Various	Bert Brown shared that the Software Workgroup allocated all of its funding for this fiscal year and were able to meet nearly all requests that were submitted by department chairs. Fourteen departments received some level of funding.
<b>Other Discussions</b>		<p>Additional discussion points were around asking for input on additional agenda items for meetings from ITAC members. A couple discussion points were on computer labs and IP phones.</p> <p>Computer lab related – how to communicate</p>

<b>Agenda</b>		
<b>Topic</b>	<b>Presenter</b>	<b>Discussion Points</b>
		changes to labs and how to make everyone aware of computer lab issues IP Phones related – where an IP phone can be taken and clearly designating locations where they can be used.



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## Sustainability Strategy Work Group Meeting Minutes

Date: *Online*

### Highlights to be shared:

- October is Campus Sustainability Month. Visit <https://inside.nku.edu/sustainability.html> for event details. Contact the Manager of Environmental Sustainability, Tess Phinney ([phinneyt1@nku.edu](mailto:phinneyt1@nku.edu)), with any questions.
- The next NKU FUSE meeting is Wednesday Oct. 19 at 11:30 in SU 109. (The Forum for University Sustainability and the Environment is a roundtable discussion engaging campus stakeholders from all areas and backgrounds. The purpose of this forum is to provide a community space to learn from each other's expertise, how to address environmental concerns, and how to continue moving NKU in a sustainable path towards carbon neutrality by 2050. The meeting is open to all students, staff, and faculty that wish to contribute to the discussion.)
- Interested in learning more about sustainability? Subscribe to the new NKU Sustainability monthly newsletter at <http://listserv.nku.edu/mailman/listinfo/green>.

### Other Discussion:

- Other Campus Sustainability Month Events
  - October 10, 7 pm, Digitarium: Look & See, a documentary by Kentucky poet Wendell Berry, focuses on the difficult choices we all must make that shape our relationship with land and community.
  - October 24, 10-12 pm, SU 302: Climate Choices Environmental Issues Forum. (The purpose of the Climate Choices Environmental Issues Forum is to engage members of the campus community in meaningful and productive discussions about climate change and other issues that affect the environment and communities.)
  - October 26, 10 am, SU 2<sup>nd</sup> floor Lobby: Thrift Shop
  - Propose changing committee name from "Sustainability Strategy Work Group" to "Sustainability" committee.

**There are no formal meetings scheduled. Collaborative discussion takes place through email.**

### **Wellness Report for October 12, 2017**

Don't forget to check out the health series on various topics including low back pain, health at your desk, tech neck, shoulder pain, health on the move, and a workshop series on knee pain presented by Airrosti Rehab Centers. For more information and to register, see the Wellness website.

The St. Elizabeth Mobile Mammography van will be at NKU November 1st and 2<sup>nd</sup> from 8-4:30; the cardiovascular unit will be here October 31 from 8-noon. You need to call St. Elizabeth to register. Information is on the Wellness website.