

Members present: Tina Altenhofen, Cindy Ash, Tom Barnett, David Bauer, Chris Bowling, Tiffany Budd, Christopher Charnegie, Jeff Chesnut, Megan Cowherd, Rebecca Cox, Quentin Daniels, Jennifer Gonzalez, Dave Groeschel, 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, Ryan Straus, Lori Thaxton, Collette Thompson, Mary Ann Trumble, Pam Wagar, Chris Witt

Members absent: Sara Conwell, Christopher Dolhancryk, Walter Smith

Guests: Martha Biederman, Janel Bloch, Grace Hiles, Sue Hodges Moore, Josie Kondaveeti, Arnie Slaughter, Gerard St. Amand, Jarrett Venneman, Matthew Zacate

- I. Lunch – 12:00pm
- II. Call to Order – 1:02pm
- III. Approval of November 9, 2017 minutes – Motion to approve minutes as submitted made by Rebecca Cox and seconded by Steve Slone; approved by voice vote with no opposition or abstention
- IV. Liaison Reports
 - A. Board of Regents – Staff Regent Arnie Slaughter
 1. The next board meeting will be Wednesday, January 10 at 9:00am in SU 104.
 - B. Executive Team / Administration & Finance – Senior VP Sue Hodges Moore
 1. Facilities Management: Parking – restoration of Kenton Garage & Lot G will continue into the summer; Starbucks will close the Monday after spring graduation through most of summer for renovations.
 2. CFO/Budget Office: FY19 fee, revenue, and fixed cost projections are underway; the remainder of the process will depend on budget developments in Frankfort; President St. Amand will send out campus communication about the overall process.
 3. Housing & US 27 project progress continues, and a public announcement will be made on Monday 12/18 at noon about an exciting new development
 4. IT: web redesign project is approximately 60% complete
 - C. Human Resources – Director of Compensation & Classification Josie Kondaveeti and Director of Training & Development Martha Biederman
 1. Employee Appreciation Week: will take place March 26-30 this year, and the website with details including information on the Regents Distinguished Service Award will go live in January.
 2. Benefits: Retirement education sessions will be available in February and March, with signups available through the [CITE training website](#).
 3. Payroll: Staff who have completed four years of employment may convert unused vacation leave to sick leave, up to a total of five days during the 2017 calendar year – forms are available at <https://inside.nku.edu/hr/benefits.html> or in AC 708, and must be submitted to the Payroll office in AC 613 by Dec. 15; online W-2 enrollment is available through myNKU until 12/29 – last year's enrollment will carry forward unless you actively change it.
 4. As currently written, the tax bill in progress at the federal level will impact employees using the tuition waiver (and other students receiving employer assistance), classifying the full amount of both graduate and undergraduate

tuition as taxable income. This depends, of course, upon the final version of the bill to come from the conference committee, and whether or not it actually becomes law.

- D. Faculty Senate – Dr. Janel Bloch
 - 1. FS is currently focused on the accelerated online initiative with Academic Partnerships, and working with administration regarding those details; the provost will attend the FS meeting tomorrow.
 - 2. Also under discussion is an update to the Faculty Handbook regarding benefits for Non-Tenure-Track Temporary (NTTT) faculty
- E. Student Government Association – Sami Dada / Erica Bluford (no report)
- V. President's Report – Katie Lovold (no report)
- VI. Standing Committees:
 - A. Benefits – **report**
 - B. Constitution & Bylaws – no report
 - C. Credentials & Elections – no report
 - D. Outreach – no report
 - E. Policies – **report**
 - F. Scholarship – no report
- VII. University Committees:
 - A. Benevolent Association – **report**
 - B. Food Service Advisory – no report
 - C. IT Advisory Committee – **report**
 - 1. Revision to security policy includes automatic locking of computers due to inactivity of a certain length of time; different policies could apply to personal/office computers vs. classroom computers, etc. – feedback is welcome!
 - D. Regent's Distinguished Service Award – no report
 - E. Sustainability – no report
 - F. Transportation – no report
 - G. Wellness – no report
- VIII. Ad-Hoc Committee
 - A. Roundtable Discussion – no report
- IX. Old Business
 - A. Facilities Management custodial leave clarifications (Katie): leave policy and implementation have been discussed with FM administration, and it seems the confusion and frustration stem mainly from a lack of enforcement in the past which has changed with the transition to the new supervisor; the policy has been clarified with employees and will continue to be consistently enforced moving forward. A copy is attached for reference.
 - B. Joint Committee on Tobacco Free Policy (Katie/Erika): members of SGA and Faculty Senate have expressed interest in participating in this group, and it will likely convene in January; anyone interested should let Erika Jay know by email: JayE1@nku.edu.
 - C. KERS Update – pending further legislative action; currently, the directive from the state remains to plan for an increase to 84% to be effective July 1, 2018.

X. New Business

- A. Tina Altenhofen asked if Staff Handbook exists, similar to the Student Code of Rights & Responsibilities and Faculty Handbook, which codifies and presents policies, benefits, etc. for staff members. Katie and Josh will follow up on this.

XI. Announcements

- A. REMINDER – Staff Congress Night for Women’s Basketball – Friday **January 19, 2018** in the President’s Suite – email Katie at LovoldK1@nku.edu to reserve your seat!
- B. January Guest: Director of Benefits Emily Sumner will join us to provide a brief presentation about the different KERS participation tiers and other relevant information.
- C. February Guest(s): Interim President St. Amand and/or Adam Caswell will join us to share information about Invest in Success 2.0 – Finish the Job!

XII. Adjournment – Motion to adjourn made by Pam Wagar and seconded by Tommy Barnett; approved by voice vote with no opposition or abstention – meeting adjourned at 1:33pm

Benefits Committee Meeting Minutes

Date: Dec. 5, 2017 at 2:30pm in GH 570
Present: Chris Bowling, Jennifer Gonzalez, Kim Sanders, Lori Thaxton, Pam Wagar
Absent: Ryan Straus
Guests: --

Highlights to be shared:

- Staff/Faculty Basketball Double Header is Feb. 8, 2017. The women play at 5:00pm and the men at 7:30pm. The employee and one guest will get free admission.

Other Discussion:

- We discussed the Staff/Faculty Basketball Double Header and the date set with the Athletics Department. We will help promote the games after we return in January
- Lori Southwood will attend our Benefits Committee meeting in February to discuss NKU's tuition waiver program. We will bring any questions or comments we receive from our constituents to the meeting. Tom Barnett and Steve Slone will be our guests at the meeting.

Next Meeting: *January 9, 2018 at 2:00pm in GH 570*

Policies Committee Meeting Minutes

Date: 11/29/2017, 2:30 PM, AC 615
Present: Quentin Daniels, Katy McBryan, Sara Conwell, Tom Barnett, Meg Cowherd, Steve Slone
Absent: None
Guests: None

Highlights to be shared:

- We discussed at length the ongoing conversations about the Tobacco Free Policy including the possibility of a combination committee between all of NKU's governance groups to consider the policy.

Other Discussion:

- We are going to do some investigation as to how enforcement is handled at our sister institutions in regards to their Tobacco Free Policies.
- We also discussed briefly the upcoming meeting of the Benefits committee that Tom Barnett and Steve Slone plan on attending to gather together questions and concerns to bring up in that meeting with Lori Southwood.
- We will not be having a meeting in December but should items come up that need our attention we will discuss through email.

Next Meeting: *01/31/2017, 2:30 PM, AC 615*

**Benevolent Association Committee
December 2017 Report**

COMMITTEE MEMBERS

- Rebecca Cox, Erika Jay, Tammy Knochelmann, Beth McCubbin, Janet New, James Parker, Joy Ruehl, Erin Smith, Lori Smith, Collette Thompson, Emily Tucker, Christa Witt

SOUP & DESSERT LUNCHEON SUMMARY

- The Annual Soup & Dessert Luncheon was held on Thursday, November 16, 2017 in the UC Ballroom.
- Over 196 individuals attended the luncheon (-74 from 2016)
- Over 70 volunteers, including those who donated food

Donations

- Cash- \$915.01 (\$-162.00 from 2016)
- Hours- 1064.5 (+215.5 from 2016)

Holiday Market

- Eight vendors participated.
- Vendors commit to donating 10% of their profits to the Benevolent Fund. In total, they donated \$106.00. (-\$110.50 from 2016)

Overall profit

- Cash donation- \$1021.01
- Expenses- \$204.62
- Profit- \$816.39

Soup Winners

- Souper Champion: Collette Thompson, KY Route 8 Butternut Squash
- Souper Close- Hearty: Autumn Shuler, Vegan Chili
- Souper Close- Creamy: Susan Keuper, Creamy Tomato Basil
- Souper Close- Brothy: Sarah Aikman, Chicken Noodle
- Souper Close- Specialty: Deanna Karam, Spicy Buffalo Chicken

FOOD/ EVENT RELATED DONATIONS

- Approximately \$2627.77 of in-kind donations were invested in this event. (This amount does not include the bounteous number of volunteer hours donated by NKU staff and faculty.)

Staff and Faculty

- Soup- 39 crockpots, a record setting number!
- Desserts- 25 desserts

Additional Donations

- Donations were made by-

- Chartwell's- soup, salad, linens, service staff
- Pepsi- beverages
- Poverty Hollow Farm- table decorations

SAVE THE DATE- Annual Chili Cook-Off

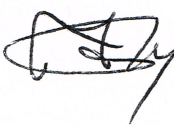
- Wednesday, March 28, 2018; 11am-1pm in the UC Ballroom

Upcoming Committee Meetings

- Wednesday, January 24, 11:30-12:30pm, SU 106
- Wednesday, February 28, 11:30-12:30pm, SU 105
- Wednesday, March 21, 11:30-12:30pm, SU 105
- Wednesday, April 4, 11:30-12:30pm, SU 105

2017 Soup & Dessert Luncheon		
In-Kind Donations		
Donor	Item(s)	Approximate Value
Chartwell's	soup, salad, linens	\$655.77
Poverty Hollow Farm	gourds for table decorations	\$100.00
Pepsi	beverages (4 cases/ Pepsi = \$120; 3 cases/ diet Pepsi = \$90; 4 cases/ water = \$144)	\$354.00
Carpentry	5 bases for trophies (\$20/ base)	\$100.00
NKU Staff & Faculty	soup (39 crockpots @ 3 quarts = 12 cups @ \$3/cup)	\$1,404.00
NKU Staff & Faculty	dessert (25 desserts @ \$8/ each)	\$200.00
	Total	\$2,813.77
** Note: This number does not include the bounteous number of volunteer hours shared by faculty and staff campus-wide.		

MEMORANDUM

TO: All Operations & Maintenance Employees
FR: Raymond F. Mirizzi, Director 
DT: December 10, 2014
RE: Department Time & Attendance Policy

Attached is a copy of the Facilities Management Operations & Maintenance Department Time & Attendance Policy. This policy was effective March 1, 2012 and revised April 11, 2014, and will be enforced accordingly. Distribution of this policy at this time is to provide clarification and understanding regarding attendance concerns. If you possess any copies dated before the April 11, 2014 revised policy, please discard them.

We are in the process of compiling a manual of all Facilities Management Operations & Maintenance policies and/or procedures but that manual is not ready for publication as of yet.

Thank you for your continued patience and cooperation.

Please sign below to signify receipt of the Facilities Management Operations & Maintenance Time & Attendance Policy.

Employee Signature

Date

Employee Printed Name

It seems there was some confusion regarding my response to questions about the "Time and Attendance Policy". What I said (or meant to say) was the policy had not changed in the past 5 months -- it has not. I also said I was not aware of it being changed and folks being required to sign that they understood the "Time and Attendance Policy" changes in the past five months -- that did not happen either.

Both of those statements are correct, although I did think the change to the policy occurred earlier than it did. The revision to the "Time and Attendance Policy" was issued on 4/11/14. The policy that was distributed five months ago and folks asked to sign that they had seen it was the new uniform policy. As I understand, that was done because some had complained previously that they had not received policies or other information that was supposed to have been distributed.

In addition, I said at the meeting that there was no change in the way the time period was monitored -- i.e. the rolling calendar. That is also correct. The "Time and Attendance Policy" dated 12-1-12 (prior to revision) stated that the occurrences would be maintained within a twelve (12) month rolling calendar. That wording is exactly the same as stated in the revised policy(4/11/14). The other material change reflected in the 4/11/14 revision is that the final written warning remains in effect for 12 verses 6 months.

All things considered the policy remains quite liberal; 5 unscheduled absences or late arrivals plus 2 more days (16 hours) of personal time before an individual receives even a verbal warning. In addition, an occurrence can be several consecutive days but a doctor's excuse is in fact required after 3 consecutive days (again this was not a change from the previous policy).

I did say that if there was a change to this policy that was circulated for signature by O&M staff in the past 5 months, I was not aware of it. If that occurred I would say it was not an approved change since the policy has my name on it. The revised policy dated 4/11/14 is a valid, approved change to our Time and attendance Policy.

Finally, this policy applies to all of Facilities Management not just O&M. I believe the only question remaining at this point is the consistency with which the policy is administered. For O&M, that is an issue that needs to be resolved and monitored by the Superintendents and the Director. For Facilities Management in general, it is an issue that needs to be addressed by the Directors and me. That said, I believe it imperative that all be treated the same.

The 4-11-14 policy is the policy being applied.

Larry J. Blake

AVP for Facilities
Northern Kentucky University
Lucas Administration Center, Room 726
Highland Heights, KY 41099
(859) 572-1927
blakel1@nku.edu

Northern Kentucky University

Policy Number: 010 (Operations and Maintenance Only)

Subject: Time and Attendance

Date Issued: March 1, 2012

Authority: Assistant Vice President for Facilities; Director of Operations and Maintenance; University Architect, Director of Design & Construction Management; Director of Campus and Space Planning; Director of Real Property Development; Technical Systems/Environmental Safety Coordinator

Purpose

Each Facilities Management employee has the responsibility to maintain good attendance and is expected to use good judgment in managing absences from work. Regular and punctual attendance is essential to the best performance of employees and Facilities Management. Excessive absenteeism and tardiness affects our costs, efficiency and competitiveness, and creates a heavy burden on coworkers. The occasional need to be absent due to illness, medical appointments, etc. is understood and for the large majority of employees occurs infrequently and presents few problems. These guidelines are intended to address the majority of instances in which sick leave is typically used, but they do not preclude individual assessments on a case-by-case basis.

Unscheduled Leave

Unscheduled leave includes, but is not limited to, temporary disability, unpaid leave and any other types of leave that is not scheduled with and approved by the employee's supervisor no later than twenty-four (24) hours in advance.

Use of Unscheduled Leave

Each employee will be allowed five (5) occurrences per twelve (12) month rolling period. An occurrence is defined as an unscheduled duration of consecutive days off. The employee's supervisor may request documentation of doctor or medical facility visits at any point after three (3) occurrences. However, should the duration of any occurrence be three (3) or more days a doctor's release for return to work will be required.

Leave Not Counted as Occurrences

The following types of leave are not counted as occurrences (proper documentation may be required):

- Use of pre-approved vacation leave or pre-approved unpaid leave;
- Use of personal time;
- Use of pre-approved sick leave, with at least 24-hour advance notice, to attend scheduled medical appointments (documentation from a health care provider stating the date and time they were scheduled to be seen may be requested);
- Use of Funeral/Bereavement Leave as defined in HR Policy F-8 or pre-approved vacation leave to attend a funeral;

- Use of sick leave for injuries occurring while on duty and covered by workers compensation or for injuries occurring while on duty that result in three or less consecutive lost work days;
- Use of pre-approved sick leave for hospitalization;
- Family Medical Leave Act (FMLA) leave; and,
- Chronic or serious medical conditions or other situations deemed exceptional by the supervisor and reviewed by Human Resources, which will be handled on a case-by-case basis.

Tardiness

Each employee will be allowed five (5) occurrences per twelve (12) month rolling period. Tardy occurrences are defined in this section.

Tardy Occurrence

A tardy occurrence is defined as any instance of an employee clocking in past her/his scheduled time without prior approval.

Disciplinary Action

Disciplinary actions shall be taken to address occurrences in excess of the standards set forth in this policy. Each type of occurrence shall be dealt with separately. Once an employee has reached disciplinary action the employee shall abide by the measures indicated in the Corrective Action Form including the number of occurrences allowed during the corrective action period. The Corrective Action Period shall last for six (6) months for each type of warning and does not end once the employee's number of occurrences decrease over the current twelve (12) month period.

Disciplinary Action Progression**

Warning Type	Prompt	Time Period
Verbal Warning	The employee has more than five (5) occurrences within a twelve (12) month rolling calendar	Six (6) Months
Written Warning	The employee has more than one (1) additional occurrence during the <i>verbal warning correction period</i>	Six (6) Months
Final Written Warning	The employee has more than one (1) additional occurrence during the <i>written warning correction period</i>	Twelve (12) Months
Further Disciplinary Action Up To and/or Including Termination	The employee has more than one (1) additional occurrence during the final <i>written warning correction period</i>	Immediate

** Supervisors may elect to extend the final written warning period or to move directly to any disciplinary warning type up to and including a Final Written Warning for those individuals deemed to have developed a pattern of chronic or excessive use of unscheduled leave or tardiness.