

**Members present:** Tina Altenhofen, Cindy Ash, Tom Barnett, David Bauer, Chris Bowling, Tiffany Budd, Jeff Chesnut, Sara Conwell, Megan Cowherd, Rebecca Cox, Christopher Dolhancryk, Dave Groeschen, Erika Jay, Katie Lovold, Katy McBryan, Beth McCubbin, Sue Murphy-Angel, Donna Neace, Josh Neumeyer, Amberly Nutini, Krista Rayford, Terri Smith, Lori Thaxton, Mary Ann Trumble, Pam Wagar, Chris Witt

**Members absent:** Christopher Charnegie, Quentin Daniels, Mike Irvin, Deanna Karam, Kimberly Sanders, Dennis Sickinger, Steve Slone, Ryan Straus, Collette Thompson

**Guests:** Janel Bloch, Jane Hammons, Grace Hiles, Abdou Ndoye, Arnie Slaughter, Lori Southwood

- I. Call to Order – 1:03pm
- II. Approval of April 12, 2018 minutes: deferred to June to allow members time for review
- III. Guests:
  - A. Assistant Vice Provost Abdou Ndoye and Jane Hammons from Steely Library presented information about the development and implementation plans for the 5-year Quality Enhancement Plan, focused on information literacy, to be implemented as part of NKU's 2019 SACS reaffirmation process
- IV. Liaison Reports
  - A. Board of Regents – Staff Regent Arnie Slaughter
    1. There will be a special Board Meeting Thursday 5/17 at 5pm in SU 104, with a focus on the passage of a tuition rate for 2018-19; small-group presentations are taking place between now and then to illustrate the variety of impacts different percentage increases could have. Caps determined by the Council on Postsecondary Education are 4% in a single year, and not more than 6% total in the 2-year biennium
    2. The spring budget address is planned for the following morning, Friday 5/18
  - B. Administrative Liaison – Chief Human Resources Officer Lori Southwood
    1. Business Operations & Auxiliary Services: Parking Lot G (near the softball field) will be under renovation all summer, possibly into the start of fall semester; Au Bon Pain (in the Health Innovation Center) will have a soft opening in August, ramping up to full operation in the fall semester
    2. Chief Financial Officer: FY19 budget planning continues – 6.25% (\$3.1M) cut in our state allocation; \$5.5M expected from performance allocation; KERS contributions will remain at FY18 level for FY19; US27 project negotiations with St. Elizabeth are nearing completion; continuing negotiations with UK regarding the satellite campus of its medical school at NKU
    3. Facilities Management: Earth Week events included a day of service, office supply swap, and development of a walking path through the wildflowers by the log cabin; APPA will hold a supervisor training on campus in June, geared toward Facilities Management, but open to anyone in a managerial role – registration is available via Holly Pape
    4. Information Technology: reminder regarding May 1 implementation of email scanning software which looks for Personally Identifiable Information (PII) – currently, the search is for credit card number, and will be expanded to include SSNs and other sensitive information.

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5. Human Resources: 80 people attended the 4/18 EAP change mastery seminar; Women's Institute for Leadership Development (WILD) is recruiting its class of 2019 for local workshops on 8 Thursdays from Sep-Apr at a cost of \$700/person – more information and application materials are available from Lindsey Christian
  6. Dave Bauer asked about upcoming 50<sup>th</sup> Anniversary events – Lori will request more information from University Advancement
- C. Faculty Senate – Budget Chair Dr. Janel Bloch
1. Final meeting for the year: resolutions 1) re: the Early Childhood Center closing and encouraging childcare availability on campus; 2) re: a request for formal support from the president and board of NKU's commitment to tenure, in light of the recently passed state legislation; 3) faculty budget priorities survey and report was discussed, and will be posted on the [Faculty Senate website](#) when complete
  2. Dave Bauer asked why Faculty Senate would support the ECC if it's losing as much money as it does; Janel replied that subsidy of the ECC is an important benefit to students (and faculty/staff), and worthy of subsidy; Meg Cowherd asked if the resolution was specific to NKU providing the service vs. having it provided on campus, and if the final wording was sent to Dan Nadler; Arnie Slaughter noted that conversations are still underway regarding a potential provider; Katie Lovold asked for usage statistics, and Meg indicated 50/50 usage by students vs. employees, and current enrollment is approximately 40, but dropping with anticipation of the closure; Lori Southwood also added details re: expenses of running the center on campus due to regulation requiring specific staff-to-child ratios at various ages, and the fact that enrollment varies day by day, so it's difficult to make it to full capacity; it was noted that summer is actually the ECC's busiest time.
- D. Student Government Association – Hannah Edelen / Matthew Frey (no report)
- V. President's Report – Katie Lovold (no report)
- VI. Standing Committees:
- A. Benefits – **report**
  - B. Constitution & Bylaws – no report
  - C. Credentials & Elections – **report**
  - D. Outreach – no report
  - E. Policies – **report**
  - F. Scholarship – no report
- VII. University Committees:
- A. Benevolent Association – no report
  - B. Food Service Advisory – no report
  - C. IT Advisory Committee – no report
  - D. Regent's Distinguished Service Award – no report
  - E. Sustainability – no report
  - F. Transportation – no report
  - G. Wellness – **report**
- VIII. Ad-Hoc Committee
- A. Roundtable Discussion – no report
- IX. Old Business
- A. Joint Committee on Tobacco Free Policy (Erika)
    1. Town Hall meeting being considered for August when the semester begins

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- B. Local mileage restrictions (Josh) – still following up; will address at June meeting
  - X. New Business
    - A. Donna Neace asked how “harassment” is defined; Lori Southwood addressed the question, stating that it’s usually based on the perception of the person being harassed, but the specifics of the situation should be shared with supervisors/HR for follow up. Donna’s concern is that the follow-up isn’t actually happening, or the complainants are told “HR says it’s not serious enough for follow-up,” etc. Lori encouraged Donna to go directly to HR, as well as her affected coworker.
    - B. Tina Altenhofen asked about the types of training available in terms of bullying/harassment; Lori Southwood indicated both online and in person trainings are possible for sexual harassment, which will become mandatory soon, and it’s rolled out via new employee orientation for employees; Arnie Slaughter indicated training for students is also available via the [Office of Student Conduct, Rights, and Advocacy](#), as well as information for faculty and staff regarding reporting students of concern.
  - XI. Announcements
    - A. Employee Picnic: Save the Date – **Friday, August 3<sup>rd</sup>** at the Highland Heights Community Park
      - 1. Terri Smith asked about the “early release” and how it would relate to second shift employees; it was clear there was not uniform implementation of the options which were supposed to be available last year, so Katie Lovold and Lori Southwood will work closely to ensure things are appropriately documented for this year.
    - B. Jeff Chesnut reminded us there are only 20 days left of access to Blackboard!
  - XII. Adjournment – motion to adjourn made by Pam Wagar and seconded by Krista Rayford; motion passed by voice vote with no opposition or abstention; meeting adjourned at 2:03pm

**Benefits Committee  
Meeting Minutes**

Date: May 1, 2018 at 2:00pm in GH 570  
Present: Chris Bowling, Kim Sanders, Ryan Straus, Lori Thaxton, Pam Wagar  
Absent: None

**Highlights to be shared:**

The annual Summer Recess will be held during the June 19 from 11:30-1:00 on the Plaza at the Student Union.

**Other Discussion:**

- The annual Summer Recess will be held during the June 19 from 11:30-1:00 on the Plaza at the Student Union. Pam will reserve the space and request recess equipment, Kim will request tables and chairs, and Ryan will arrange for coolers and ice.
- Our new Director of Benefits, Bruce Smith, will attend our June meeting so we all have an opportunity to get to know each other and talk a bit about NKU's benefits.

**Next Meeting: *June 5, 2018 at 2:00pm in GH 570***

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## Credentials & Elections Committee Meeting Minutes

Date: 4/18/2018, 2:00 pm, AC105  
Present: Tina Altenhofen, Sue Murphy Angel & Maryann Trumble  
Absent: Donna Neace, Terri Smith, and Erika Jay  
Guests: Grace Hiles

### Highlights to be shared:

- Announce the 2018-2021 Staff Regent Election results
  - Announce Winner – Dave Bauer, Plumber/Sheet Metal, Operations and Maintenance
  - 408 staff members voted
  - Our committee would like to give a special thank you to
    - Arnie Slaughter, Staff Regent for the 2015-2018 term
    - Grace Hiles, Administrative Specialist
    - Ophelia Marks, Coordinator, Employment, HR
- Announce the Staff Congress Election results
  - How many staff voted
  - How many new members
  - How many returning members

### Other Discussion:

- Staff Regent Election for the 2018-2021 Term
  - Two Successful Open Forums held on April 3 and April 4, 2018
  - Voting open on April 5, 2018 and closed April 19, 2018
  - Finalized the arrangements for announcing the new Staff Regent on April 20, 2018 and report winner to the following
    - The Board of Regent
    - Credentials & Elections Committee Members
    - Staff Regent Candidates
    - This Week
- Staff Congress Election
  - Voting open on April 13, 2018 and closed on April 27, 2018
    - Decision was made to extend voting one additional week to May 4, 2018

**Next Meeting: 05/16/2018 2:00 pm, AC105**

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## **Policies Committee Meeting Minutes**

Date: 4/25/2018, 2:30 PM, AC 615  
Present: Katy McBryan, Meg Cowherd, Steve Slone, Quentin Daniels, Tom Barnett, Sara Conwell  
Absent: None  
Guests: None

### **Highlights to be shared:**

- We discussed at length the faculty senate resolution concerning the proposed “Consensual Relationships” policy. At this time we as a committee decided that it is something we want to follow and monitor should faculty senate need our support as the conversation on this proposed policy continues.

### **Other Discussion:**

- We also just had general discussion on how things are going in our respective areas and across campus.

**Next Meeting: 05/30/2017, 2:30 PM, AC 615**

## **Wellness Report May 10, 2018**

- Personal Coaching with Lyndsay Barto is continuing throughout the summer. Free coaching is available to all benefit-eligible employees and retirees at NKU. Schedule your next session now.
- The Cultivating Connections Group will continue to meet over the summer. The group meets on the second and fourth Wednesdays of each month from noon to 1:00pm in UC 335. There is no commitment needed—join them when you can.
- Although the physical activity sessions are on summer hiatus, Kim Baker is working on the offerings for next academic year. You can always check the Wellness website for information on what is coming up.