

**Members Present:** Tina Altenhofen, Robert Alston, Cindy Ash, Chris Bowling, Tiffany Budd, Chris Charnegie, Sara Conwell, Vicki Cooper, Megan Cowherd, Rebecca Cox, Quentin Daniels, Christopher Dolhancryk, Dave Groeschen, Mike Irvin, Erika Jay, Brenda Maldonado, Beth McCubbin, AJ Miller, Sue Murphy Angel, Amberly Nutini, Kimberly Sanders, Felicia Share, Steve Slone, Terri Smith, Anita Southwick, Kimberly Wiley, Chris Witt

**Members Absent:** Mary Barry, Ashley Coates, Melanie Hall, Deanna Karam, Krista Rayford, Ryan Straus, Diane Wallace

**Meeting Guests:** David Bauer, Lauren Franzen, Paula Gagne, Grace Hiles, Lou Stuntz, Matthew Zacate

- I. Call to Order – 1:01PM
- II. Approval of August 9, 2018 minutes - motion to approve minutes as submitted made by Steve Slone and seconded by Amberly Nutini; motion passed by voice vote with no opposition or abstention
- III. Voting Item:
  - A. Vacancy Replacement: Lou Stuntz, Secretary in the Department of History and Geography, to replace Maryann Trumble
  - B. Motion to approve made by Steve Sloan and seconded by Dave Groeschen; motion passed by voice vote with no opposition or abstention
- IV. Guest: No September Guest
- V. Liaison Reports
  - A. Board of Regents – Staff Regent David Bauer - **report**
  - B. Administrative Liaison – Chief Human Resources Office Lori Southwood not present; represented by Lauren Franzen - **report**
  - C. Faculty Senate – Matthew Zacate, Faculty Senate President
    1. August 27 meeting was the first meeting of the year
    2. Agenda: Introductions and anticipated plans
  - D. Student Government Association – Represented by Paula Gagne, University Improvement Chair
    1. State Senate District 24 Debate: Wil Schroder & Rachel Roberts
      - a) Tuesday, October 2, 2018 @ 6:00PM in the SU Ballroom
- VI. President's Report – Sue Murphy Angel
  - A. Submitted Staff Congress names for both the Strategic Framework Core Team and the Strategic Framework Resource Team
  - B. Please continue to share the fliers for the 2018 Staff Congress Roundtable
- VII. Standing Committees:
  - A. Benefits – **report**
  - B. Constitution & Bylaws – no report
  - C. Credentials & Elections – no report
  - D. Outreach – **report**
  - E. Policies – no report
  - F. Scholarship – **report**
- VIII. University Committees:
  - A. Benevolent Association – **report**
  - B. Food Service Advisory – **report**

- C. IT Advisory Committee – no report
- D. Regent’s Distinguished Service Award – no report
- E. Sustainability Strategy Work Group – no report
- F. Transportation – **report**
- G. Wellness – **report**
- IX. Ad-Hoc Committee
  - A. Roundtable Discussion – **report**
- X. Old Business
  - A. Bullying/Harassment Definitions (Lori S.)
    - 1. Refer to **page 11**
  - B. NKU Retiree Definitions (Lauren F.)
    - 1. HR Website: <https://inside.nku.edu/hr/benefits/retirement-process.html>
      - a) “When am I eligible?” section
    - 2. What is the rationale in having 30 required service years for NKU, but 27 for KRS?
      - a) No current documentation
    - 3. Who do we contact for individual retirement questions?
      - a) All KRS questions should go to KRS representatives because NKU can only assess NKU time
  - C. FLSA Update (Lauren F.)
    - 1. NKU is waiting for the completion of the comment period and final state legislative decisions; no specific numbers have been distributed
    - 2. Will the employee have the option to go back to monthly?
      - a) All discussion is dependent on final legislative action
      - b) The position itself is still defined as exempt or non-exempt, but we do not currently have an exempt, bi-weekly payroll
    - 3. Issue: Many supervisors are not aware of position status in relation to hourly recording and exemption
  - D. Shift Differential (Lauren F.)
    - 1. If we are hiring an employee at the 2<sup>nd</sup> shift rate, why does the employee receive 1<sup>st</sup> shift payment for vacation/sick time?
      - a) HR is looking for additional information to explain this question
  - E. Joint Committee on Tobacco Free Policy (Erika J.)
    - 1. Working with SGA programming to make a joint effort to promote this policy
- XI. New Business
  - A. Staff Congress Website
    - 1. Created “Agendas and Minutes” tab for employees to easily locate SC minutes: <https://inside.nku.edu/staffcongress/agendas---minutes/records.html>
- XII. Announcements
  - 1. [Scripps Howard Center for Civic Engagement](#):
    - a) September 25: National Voter Registration Day
    - b) Additional voting and election resources and events: <https://inside.nku.edu/civicengagement/programs/ivote.html>
- XIII. Adjournment – motion to adjourn made by Dave Groeschen and seconded by AJ Miller; motion passed by voice vote with no opposition or abstention; meeting adjourned at 2:16 pm

## Staff Regent David Bauer

Below is the summary of the presentations and activity that took place at the regularly scheduled Board of Regents meeting on September 12, 2018. This excerpt is from Dr. Vaidya's September 24 board summary email; for additional information, refer to the website:

<https://inside.nku.edu/president/regents/board-agenda-and-minutes.html>

1. The Board heard two presentations in the morning as a part of its joint policy and finance committee meeting.
  - Kentucky Retirement Systems Executive Director David Eager provided the Board of Regents with a comprehensive update on the system, and the impact on and implications for NKU.
  - Samantha Langley, Vice Provost for Graduate Education, Research and Outreach, introduced two important programs that help connect NKU students to the community: the Mayerson Student Philanthropy Project and the Center for Environmental Restoration's partnership with The Jubilee Project. The director of the Scripps Howard Center for Civic Engagement, Mark Neikirk, joined associate professor Kajsa Larson and student Keshila Mann in describing the impact of the nationally recognized Mayerson project, which has invested \$1.65 million in the community since its founding and involved 4,900 students in philanthropic causes. Scott Fennell, director of the Center for Environmental Restoration, then joined Hawkins Warner and Reverend Thomas Hargis of the Jubilee Project as they spoke of their partnership, providing active learning for NKU students and serving areas of the community with high levels of poverty.
2. In the afternoon, the Board approved all of the recommended items. Of particular note was the granting of emeritus faculty status to Dr. Tripta Desai, professor in the Department of History and Geography, and to Gerry St. Amand, former interim president and professor of law in the Chase College of Law.
3. The Board also welcomed Senator Wil Schroder, who presented citations to former Kentucky state legislators Ken Harper, Clyde Middleton, and the late Art Schmidt in recognition of their leadership in the founding of Northern Kentucky State College. These individuals were also presented with formal resolutions of recognition from the Board for their service.

The Board's next regularly scheduled meeting will be on November 14.

## Administrative Liaison—Chief Human Resources Officer Lori Southwood Represented by Lauren Franzen September 2018 Staff Congress Meeting Report-Outs

### **Business Operations and Auxiliary Services:**

- Nothing to Report

### **Chief Financial Officer:**

- Budget Office working on calendar for FY20 budget. Budget processes will begin later in September. Budget calendar will be distributed soon.
- UK College of Medicine at NKU campus - Memorandum of Agreement for space signed 8/28/18.
- Draft of RFP for dining services in final stages. Expect to be issued mid- October. Contract with Chartwells expires 6/30/20. We are in the process of drafting an RFP for financial services to

be issued in the next month or two.

### **Facilities Management:**

- Nothing to Report

### **Human Resources:**

- 2019 Medical Plan decisions and pricing have been discussed with the President, the CFO, and the budget office. The presentation was shared with the Health Utilization Committee on September 6. We will provide more information as we get closer to Open Enrollment.
- The Compensation Pool Survey closed on Tuesday, September 11. Results will be aggregated and the feedback will be shared once it is available. HR has begun technical preparations in SAP, such as testing in ECM (Enterprise Compensation Module), reviewing security roles, etc. Ideally, we would like to carry out the whole process in SAP and complete it before December 15.
- In order to better serve our employees, the CorVel workers compensation phone number will be changing this month. The current 800 number is currently shared with the University of Kentucky, which has caused some issues. More information to follow.
- Online W-2 open enrollment will allow currently employed faculty, staff, and students the opportunity to receive their 2018 Internal Revenue Service Form W-2 online through myNKU Employee Self Service. Please visit the Payroll website for detailed instructions. <https://inside.nku.edu/hr/payroll/online-w2.html>. The enrollment period to receive the 2018 W-2s online is January 24<sup>th</sup> through December 31<sup>st</sup> 2018.
  - Enrolling now will not allow you access to past years W2's.
  - Please note: Once you have enrolled to receive your W-2 online through myNKU Employee Self Service you do not need to enroll again. Your election will remain in effect for future years unless you change your election or separate employment from the University.

### **IT:**

- **Wi-Fi**
  - NKU\_ENCRYPTED is the recommended wireless network for all faculty staff wireless connections. It authenticates as you log into the computer and will have the same access as the wired network. NKU\_PUBLIC is an open network that does not require authentication. It allows surfing the Internet and connecting to some NKU web-based pages that do not need security.
- **OneDrive Introduction**
  - All students, faculty and staff have access to OneDrive for secure, synced document storage. OneDrive can be accessed through NKU webmail, your phone, tablet, or the OneDrive folder on your computer. NKU has YouTube videos about using OneDrive; see ThisWeek for the link to the [Introduction to OneDrive](#) for more information.

### **Benefits Committee Meeting Minutes**

- NKU Annual Enrollment is scheduled for Noon October 25 – November 11
- The Benefits Fair, “Rock Enroll”, is scheduled for October 10
- Based on feedback from a survey last year, the benefits team will be providing employees with a benefits book this year and it should be sent to everyone prior to the Benefits Fair. In addition, there will be price sheets available at the Benefits Fair.
- With “NKU employee’s entire well-being” in mind, the team is working to provide additional workshops to attend

- Staff Congress Question: Would SC rather have NKU representatives or Humana representatives offer informational sessions?
  - a) Who would NKU employees rather discuss personal items with?
  - b) Committee will create survey for distribution

## Outreach Committee Meeting Minutes

Meeting: August 15, 2018

Present: Deanna Karam, Felicia Share, Terri Smith, Anita Southwick, Diana Wallace

Absent: None

Topics addressed:

- Committee selected a chair and a secretary.
  - Felicia Share and Anita Southwick will act as co-chairs.
  - Diana Wallace, will act as secretary.
- Committee discussed clarifying the mission, role and goals of the Outreach Committee
  - Deanna shared some past tasks of the Outreach Committee,
  - Discussed defining a mission and goals for the current year. All agreed to the following tasks to be completed before the next meeting:
    - Anita will review the mission and tasks of other university Staff Congress Outreach Committees
    - Deanna will speak further with G. Hiles and S. Murphy Angel
    - Terri will speak with T. Altenhofen
    - Felicia will review old meeting notes
    - Each individual will identify ideas/goals for the committee
- Committee discussed attendance to the Faculty Senate meetings for the 2018-19 calendar year. It was agreed that each meeting would have a primary person who attends the meeting and a back-up person who will be available to attend if primary cannot attend.
  - The meeting dates, primary attendee (P) and back-up attendee (B) schedule is:

8/27/2018	Anita Southwick (P)	Diana W. (B)
9/24/2018	Diana Wallace	Anita S.
10/29/2018	Felicia Share	Deanna K
11/19/2018	Felicia Share	Terri S.
12/14/2018	Deanna Karam	Anita S.
1/28/2019	Terri Smith	Felicia S.
2/25/2018	Terri Smith	Deanna K.
3/25/2018	Diana Wallace	Felicia S.
4/22/2018	Anita Southwick	Diana W.
5/10/2018	Deanna Karam	Terri S.

- Next meeting date: September 19, 2018

## Scholarship Committee Meeting Minutes

Date: *September 4, 2018*

Present: *Amberly Nutini, Cynthia Ash, Dave Groeschen, Mary Barry,*

Absent: *Robert Alston*

Guests: *n/a*

### Highlights to be shared:

- Scholarship deadlines – This year decisions on scholarship awards will be determined by the end of February to accommodate students time for acceptance. Last year, the winners were chosen late into the semester and some students had already decided on a different school by the time we made our calls.
  - Applications close on February 15
  - Committee asks Grace/Financial Assistance for application documents on February 19<sup>th</sup>
  - Committee receives the applications by February 22
  - Committee meets to determine scholarship winners on February 28
- Essay Prompt – We have asked that a essay prompt be added and required when a student fills out a scholarship application for Staff Congress. The question will be: How has your education contributed to who you are today?
- Rating Rubric – We updated the past years rating rubric to be more specific and to have more consistency when scoring the applications. We feel that this method will be able to help us determine the best person for the award.

## Benevolent Association Committee Meeting Minutes

Date: *08/07/2018*

Present:

Absent:

Guests:

### Highlights to be shared:

- The Soup and Dessert Luncheon will be held on November 6<sup>th</sup>
- More details to come

**Next Meeting: *TBD (September and October)***

## Food Service Advisory Committee Meeting Minutes

### Upcoming Food Advisory Dates: 1<sup>st</sup> Wednesday or every month.

October 3<sup>rd</sup>: SU 105 from 2pm-3pm

November 7<sup>th</sup>: SU 105 from 2pm-3pm

- **Dining Services Information**

- Changes made for Fall 2018:
  - Opened new Neapolitan pizza concept, Build Pizza, to replace Papa John's.
  - Enhanced menus in the SU Food Court and residential dining.
  - Add quesadillas and burrito bowls to Tu Taco.
  - Completely re-branded Landrum Café and SU On The Go to The Market.
  - Upgraded Darwin Café's coffee program to Starbucks We Proudly Brew. Located in the Science Center.
  - Grand Opening of Starbucks – 1<sup>st</sup> in tri-state for nitro brew program and introduced savory program to campus.
- Participated in summer orientations, Fresh Fusion and RA training.
- Had a wonderful associate welcome back training in August to go over all the changes, customer service initiatives, welcomed new staff and much more.
- August 28th Welcome Back Southwest BBQ at Norse Commons for Dinner
- August Superfood Tomatoes at Callahan Bistro and Norse Commons
- Each semester we work with students that have allergen needs to feel comfortable coming into our dining locations.
- We are hiring! Working on campus is convenient. [Tinyurl.com/diningjobs](http://Tinyurl.com/diningjobs).
- Au Bon Pain, located in Health Innovations Center, is opening up in mid-late October.
- Dining newsletter coming out soon. Stay tuned!

- **Upcoming Events**

- Waffle Bar Callahan and Norse Commons
- Superfood Tuesdays for Apples at Callahan and Norse Commons
- Tableside Guac at Callahan Bistro
- Farmers Market at Norse Commons
  
- **Follow NKU Dining on Twitter, Instagram and Facebook to keep up to date on all specials, events, menus and more.**
- **Download our FREE DineOnCampus App for iPhones and Androids.**
  - View menus, hours of operation, leave feedback, buy a meal plan or additional flex.
- Partnership or Community Service Opportunities? Let's join together.

- **In Attendance**

- Andy Meeks, BOAS Director
- Pat Hannan, Chartwells RDM
- Celeste Manning, Chartwells (NKU Dining) Marketing Director
- Kimberly Wiley, Staff Congress
- Brynn Cahal, SGA Representative

- **SC Question: What happened to the potential yogurt bar? Tabled for now.**



## Transportation Committee Meeting Minutes

Date: 09/13/2018, 1pm, su 302

Present: Curtis Keller, Sarah Aikman, Andy Meeks, Christine Curran, Bill Moulton, Mary Paula Schuh, Matthew Bunning, Rebecca Lanter, Hailee Waltz

Guests: *names of guests in attendance*

### Highlights to be shared:

- That two electric charging stations were installed by HIC and are not yet operational, but should be soon. ( we are waiting on electrical issues)
- There is no signage yet but these charging spots are intended for short term parking (2 hrs-ish) for charging of hybrid or electric vehicles
- Charging rates are yet to be determined
- There is one bio swale that is not performing as well as others...rain water is washing things onto the new parking lot pavement and a storm carried out some of the temporary retaining socks into the lot by Kenton Garage

### Other Discussion:

- Staff congress member brought forward issues with the newly opened parking lot arms for the 1<sup>st</sup> floor Kenton Garage. The turn is too tight for many vehicles and several vehicles have already hit the parking arm island. This causes cars to “swing wide” into the lane of traffic exiting the parking garage. There is some concern about busy times and possible head on collisions (see attached photos)
- Possible residential parking passes (it has been many years since NKU has had resident only passes and areas)

### Next Meeting: TBD





## Wellness Announcements

- **New Mother's Room** in FH 362 – open 7 days a week during normal building hours.
- **Monday Mile Group Walk** - Starts Sept. 10, New Start Time at 12:30pm
  - Meet every Monday at 12:30pm in front of the NKU Bookstore beginning September 10, 2018 for a one-mile walk around campus. Meet in the Campus Rec Lobby to walk on the indoor track on inclement weather days. Location change due to weather will be updated by 10:30am on Mondays. All walkers will be eligible to win \$5 on their All Card. Raffle drawing after the walk each week. Takes about 20 minutes. Walk at your own pace.
- **Airrosti Partnership:**

### **Lunch and Learn with Airrosti on September 12 from 12-1pm in Student Union 108 Do Your Feet Hurt?**

Does every day start off on the wrong and painful foot? Sore feet are no walk in the park. Over 2 million Americans are treated for foot pain every year. Even the most basic daily tasks can have us treading lightly as a result of discomfort in the heels, arches, and/or toes. Join Airrosti for a complimentary and interactive session to learn about the most common types of foot pain. Those currently suffering from Plantar Fasciitis and other related foot pain are encouraged to attend to learn best practices for relieving discomfort. This session will also include valuable tips and exercises to avoid Plantar Fasciitis and stay pain-free. Pre-registration on [wellness.nku.edu](http://wellness.nku.edu)

### **Next Roll and Stretch with Airrosti October 2, 11:45am- 12:30pm in the Campus Rec Auxiliary Gym (located on the first floor, past the stairs, to the left).**

Pre-registration on [wellness.nku.edu](http://wellness.nku.edu)

Join an Airrosti Rehab Center Provider every first Tuesday of the month this fall for an educational and interactive 4 class series (attend 1 or all) where you'll learn simple, proven techniques to increase flexibility. You'll also learn how to use mobility tools such as the foam roller and lacrosse ball to improve mobility and range of motion in your muscles and joints, as well as prevent and provide relief for soft tissue pain. Please come dressed in clothing you can easily and comfortably move around in (no skirts) and gym shoes. Providers will be Dr. Balza and Dr. Schwab from the Clifton and Downtown offices. 2 foam rollers will be raffled off at the end of each clinic.

- **Employee Engagement and Wellbeing Series: Cultivating Stress Resiliency**
  - Everyone experiences stress, both good and bad. How you handle it impacts your overall health and wellbeing. Cultivating stress resiliency is a key component to living your best life. In this 3 part series, learn to develop and apply techniques that will help you master your stress and take you from surviving to thriving at work and at home. In order to accommodate varying schedules, 2 sessions will be offered on each date (12-1pm and 2-3pm). Pre-registration on [wellness.nku.edu](http://wellness.nku.edu)
  - Part I: Leaning Into "Good Enough"  
September 19, 12-1pm in UC 135 and 2-3pm in Otto Budig Theater, UC 270  
Presented By Maggie Gough, R.D. and President of Realize Wellbeing  
Why leaning into "good enough" is good business for employers and employees. Learn about how to let go of perfectionism that keeps you drowning in stress.  
Work can be driven by a "prove it, perfect it" narrative that can create intense levels of stress and undermine your ability to keep focused on the vision and values of an organization. In this session, learn how to lean into the concept of "good enough" to alleviate stress and fulfill your sense of purpose
  - Part II: Building a Brain Buffer  
September 26, 12-1pm in UC 135 and 2-3pm in -3pm in Otto Budig Theater, UC 270  
Presented by: Carly Rospert, Director of Strategic Initiatives, Mayerson Academy  
Stress happens, but it doesn't have to take you down. Learn how to identify your stress

triggers and shift your mindset in order to shift your response.

Being resilient does not mean that a person doesn't experience difficulty or distress. It does mean that you can "bounce back" from difficult experiences. Resilience is not a trait that people either have or do not have. It involves behaviors, thoughts and actions that can be learned and developed in anyone. In this session, learn easy to apply ways to start building your stress resilience today.

- Part III: Developing Resilience Through Self-Care

October 3, 12-1pm in UC 135 and 2-3pm in Otto Budig Theater UC 270

Presented by Kim Baker, Director of Wellness, ACSM EP, WELCOA (Wellness Council of America) Faculty

Learn the science behind the mind-body connection and techniques that will optimize your health and wellbeing, even in stressful times.

Stress starts in your mind but chronic stress can take a negative toll on your body if left unchecked. Taking time to care for yourself is a necessity, not an option of leisure, in order to develop resiliency and avoid burnout from stressful situations, work and the day-to-day.

- **AETNA EAP (Employee Assistance Program)**

- In light of recent events: For those struggling with the current events, particularly the most recent event on Fountain Square. Free and confidential in-person and televideo counseling sessions available for this and any topic or issue. All EAP services and resources at [www.resourcesforliving.com](http://www.resourcesforliving.com)

## **Roundtable Committee Meeting Minutes**

Date: *No official meeting—email communications*

Present: *Sara Conwell, Tiffany Budd, Megan Cowherd, Mike Irvin, AJ Miller, Steve Slone, Ryan Straus*

Absent:

Guests: *Grace Hiles*

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

- Questions opened up on August 31<sup>st</sup>—will close on September 28<sup>th</sup>
- Currently have 25 questions submitted online
- Please hang up flyer and promote event—questions have been slow to come in, so please encourage colleagues within your area to submit their questions/comments/concerns and praises
- Blurb will be in “This Week” for the next few weeks
  - In this week’s edition
- Working on getting digital signage for event
  - Waiting to hear back on request
- Currently Creating Agenda
  - Lunch: 11:30-12:45 UC 135
  - Event: UC Ballroom 11:00-4:00
- Please contribute comments, as well as questions

### **Other Discussion:**

**Next Meeting: October 1<sup>st</sup> and October 10<sup>th</sup> (if needed) to review submitted questions**

Definitions of workplace bullying and harassment:

**The Workplace Bullying Institute Definition of Workplace Bullying:**

Workplace Bullying is repeated, health-harming mistreatment of one or more persons (the targets) by one or more perpetrators.

It is **abusive conduct** that is:

- Threatening, humiliating, or intimidating, or
- Work interference – sabotage – which prevents work from getting done, or
- Verbal abuse

**From NKU’s Sexual Misconduct Policy:**

**Sexual Harassment:** Unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the university’s educational program and/or activities or work environment, and is based on power differentials, the creation of a hostile environment or retaliation. All forms of sexual misconduct identified in this policy are also prohibited forms of sexual harassment.

**From NKU’s Harassment Avoidance Policy:**

Harassment is defined as the act of or instances of harassing, tormenting, pestering, troubling repeatedly or persecuting.

Harassment conduct includes, but is not limited to:

1. Epithets, slurs, negative stereotyping, and threatening, intimidating or hostile acts relating to race, color, religion, gender, sexual orientation, national origin, age, disability or veteran status.
2. Written or graphic material circulated in the workplace by any means that creates a hostile or offensive work environment toward an individual or group of individuals because of their race, color, religion, gender, sexual orientation, national origin, age, disability or veteran status.