

Members Present: Robert Alston, Tina Altenhofen, Cindy Ash, Mary Barry, Chris Bowling, Tiffany Budd, Sara Conwell, Vicki Cooper, Megan Cowherd, Rebecca Cox, Quentin Daniels, Dave Groesch, Mike Irvin, Erika Jay, Deanna Karam, Brenda Maldonado, AJ Miller, Sue Murphy Angel, Amberly Nutini, Krista Rayford, Kimberly Sanders, Felicia Share, Steve Slone, Terri Smith, Lou Stuntz, Diane Wallace, Kimberly Wiley, Chris Witt

Members Absent: Chris Charnegie, Ashley Coates, Christopher Dolhancryk, Melanie Hall, Beth McCubbin, Anita Southwick, Ryan Straus

Meeting Guests: David Bauer, Janel Bloch, Grace Hiles, Lori Southwood, Ashish Vaidya

- I. Call to Order at 1:00 pm
- II. Approval of October 11 minutes – motion to approve minutes as submitted made by A.J. Miller and seconded by Steve Slone; motion passed by voice vote with no opposition or abstention
- III. Guest: President Ashish Vaidya – **Slideshow (page 13)**
 - A. Strategic Framework TalkShop Session at 2:00PM
 1. What do you like about NKU?
 2. What would you change about NKU?
 3. What's one thing you wish NKU had or could do for you?
 4. What's one question you have about NKU?
- IV. Liaison Reports
 - A. Board of Regents – Staff Regent David Bauer
 1. No report; Schedule of meetings:
<https://inside.nku.edu/president/regents/schedule.html>
 - B. Administrative Liaison – Chief Human Resources Office Lori Southwood – **report**
 - C. Faculty Senate – Budget Committee Chair Dr. Janel Bloch
 1. PCC is revising the Consensual Relationship Policy, Research Misconduct Policy, Tenure Changes, and Steely Library's Sustainable Funding Model for journal cuts
 2. Budget Committee: Summer Compensation Policy – model for summer and winter funding
 - D. Student Government Association – President Hannah Edelen / VP Matthew Frey
- V. President's Report – Sue Murphy Angel
 - A. 2018 Staff Congress Roundtable
 1. University Center Ballroom | Friday, November 9, 2018 | 1:00pm-4:00pm
 - B. Success By Design: go online
 1. <https://www.nku.edu/successbydesign.html>
 - C. Update: Committee Goals and Progress Reports
 1. The bylaws state that committees are responsible for planned and reported meetings in SC. It is strongly recommended that you develop plans and goals for the upcoming year
 2. See attached Committee Goal and Progress Report (**page 25**)
 - a) By March 14, 2019: Complete columns 1, 2, and 3; submit electronically to hilesg1@nku.edu

- b) By June 13, 2019: Complete column 4 and submit electronically to hilesq1@nku.edu

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 – **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**

VIII. Ad-Hoc Committee

- A. Roundtable Discussion – **report**

IX. Old Business

- A. Staff Congress Group Photo: November 8, 2018 at 12:15 pm in the Health Innovation Center Lobby

X. New Business

- A. Vehicles have been damaged in the parking lot near the baseball field (Lot V)
 - 1. Is there appropriate notification of potential damage? NKU does not cover this damage
 - 2. Chris will bring up this topic at Transportation Committee Meeting

XI. Announcements

- A. November 12-16: International Education Week; email Tiffany Budd with questions
- B. SU 104 is scheduled for renovation
- C. Can Wellness offer a table near the SC breakfast to advertise flu shot clinics?
 - 1. Diana Wallace will contact her office

XII. Adjournment – motion to adjourn made by Dave Groeschen and seconded by A.J. Miller; motion passed by voice vote with no opposition or abstention; meeting adjourned at 2:36 pm

Administrative Liaison—Chief Human Resources Officer Lori Southwood November 2018 Staff Congress Meeting Report-Outs

Business Operations and Auxiliary Services:

- Nothing to Report

Chief Financial Officer:

- Draft of budget calendar for FY20 budget has been reviewed with Cabinet. Preliminary budget requests have been received from VPs. Will be reviewing with CUA & BEC Committees in the next couple of weeks with recommendations to President & Cabinet by end of November. Other processes such as fixed costs, revenue estimates, fee requests to begin shortly. Training for budget officers on entry to budget software to take place week of October 29.
- Groundbreaking for the St. Elizabeth MOB on Site 1B occurred on October 18. Will be beginning negotiations soon on Site 1A with Fairmount.
- In process of drafting a RFP for financial services to be issued in next month or two.

Facilities:

- Nothing to Report

Human Resources:

- **Annual Enrollment:**
 - Annual Enrollment site closes on Sunday, November 11 at midnight.
 - Help Centers will be held in SL235 on November 6-9 from 9:00am – 4:00pm
- **Salary Increase Process:**
 - Salary increase process is underway. Guidelines have been distributed and training sessions are offered for the benefit of those who are new to the ECM tool of SAP. Once the recommendations for both merit and equity increase are final and approved by the division chief, new salary of employees (effective 01.01.2019) will be uploaded to SAP. We anticipate that the salary increase process will be complete by mid-December, prior to the holiday break and employees will receive an individual notification of their new salary.
 - The merit increase planning and approval process will take place from 10/30 to 12/7. Individual salary letter notifications will be distributed to eligible employees from 12/10 to 12/19 and the effective date of the increase is 1/1/19.
- **Training & Development:**
 - An A.L.i.C.E. Presentation will take place at noon on Tuesday, November 6 in AC 722.
 - Annual Compliance Training will begin in January 2019 – stay tuned for more information.

IT:

- **Planned Technology Upgrades – Outage Information:**
 - **Network Services:**
 - Friday, November 23rd, over the Thanksgiving Break, Network services, including the phone system, will be unavailable from 8am until noon. Network services including NKU View, SAP, MyNKU and more, will be limited or unavailable during this outage window. Phones across campus will intermittently be up and down during this time.
 - **myNKU/SAP:**
 - SAP upgrades will occur Friday, November 30 at 9pm through Saturday, December 1 at 6am. All SAP/myNKU services will be unavailable during this time.

SC Comments and Questions

- 1) 2018 Raises
 - a) 2.5% at merit & .5% at equity
 - b) How will equity be determined?
 - i) By the administrative lead in each area
 - c) These are the beginning steps; this will not rectify all equity concerns

Benefits Committee Meeting Minutes

We met this afternoon (Wednesday, October 31, 2018) and we have a very small update for the larger group. It is as follows:

- Annual Enrollment is in full swing. Make sure you log-in and enroll before November 11.

Policies Committee Meeting Minutes

Date: 10/31/2018, 2:00 PM, AC 615
Present: Meg Cowherd, Steve Slone, Quentin Daniels, Mike Irvin, AJ Miller, Ryan Straus
Absent: None
Guests: None

Highlights to be shared:

- Several recent new policies and policy changes were put through without public comment or input from Staff Congress Policies Committee.
 - The 4 new policies do not appear to directly impact staff.

- The committee reached out to Rachel Green in HR for clarification of this process and to request that we be included in the future.
- Links for these policies are included below.

Transfer Credit Acceptance-Undergraduate

<https://inside.nku.edu/content/dam/policy/docs/Policies/TransferCreditAcceptanceUndergrad.pdf>

Web Privacy

<https://inside.nku.edu/content/dam/policy/docs/Policies/WebPrivacy.pdf>

Part-Time Faculty Inactivity Separation

<https://inside.nku.edu/content/dam/policy/docs/Policies/PTFacultyInactivitySeparation.pdf>

Research Data Management: Archiving, Ownership, Retention, Security, Storage, and Transfer

<https://inside.nku.edu/content/dam/policy/docs/Policies/ResearchDataManagement.pdf>

- Revised Policies (Many of these are revisions in name or wording or consolidating several policies under one new general policy.)

Academic Policies

Academic Renewal

<https://inside.nku.edu/content/dam/policy/docs/Policies/AcademicRenewal.pdf>

Course Substitution

<https://inside.nku.edu/content/dam/policy/docs/Policies/Course-Substitution.pdf>

Course Substitution for Disabled Students

<https://inside.nku.edu/content/dam/policy/docs/Policies/CourseSubstitutionforDisabledStudents.pdf>

Grade Explanation

<https://inside.nku.edu/content/dam/policy/docs/Policies/GradeExplanation.pdf>

Withdrawal from Classes

<https://inside.nku.edu/content/dam/policy/docs/Policies/WithdrawalfromClasses.pdf>

IT

Acceptable Use

<https://inside.nku.edu/content/dam/policy/docs/Policies/AcceptableUse.pdf>

Account Life-Cycle Maintenance

<https://inside.nku.edu/content/dam/policy/docs/Policies/AcctLifecycleMaint.pdf>

Antivirus

<https://inside.nku.edu/content/dam/policy/docs/Policies/Antivirus.pdf>

Information Security

<https://inside.nku.edu/content/dam/policy/docs/Policies/InformationSecurity.pdf>

HR

Benevolent Association

<https://inside.nku.edu/content/dam/policy/docs/Policies/BenevolentAssociation.pdf>

Bereavement Leave

<https://inside.nku.edu/content/dam/policy/docs/Policies/BereavementLeave.pdf>

Emergency Closing

<https://inside.nku.edu/content/dam/policy/docs/Policies/EmergencyClosing.pdf>

Employee Working Hours

<https://inside.nku.edu/content/dam/policy/docs/Policies/EmployeeWorkingHours.pdf>

New Hire Orientation

<https://inside.nku.edu/content/dam/policy/docs/Policies/NewHireOrientation.pdf>

Staff Performance Evaluations

<https://inside.nku.edu/content/dam/policy/docs/Policies/PerformanceEvaluations-Staff.pdf>

General

All Card Management

<https://inside.nku.edu/content/dam/policy/docs/Policies/AllCardManagement.pdf>

Services and Assistance Animals

<https://inside.nku.edu/content/dam/policy/docs/Policies/ServiceAnimals.pdf>

Faculty Credentialing

<https://inside.nku.edu/content/dam/policy/docs/Policies/FacultyCredentialing.pdf>

Misrepresentation of Credentials – Students

<https://inside.nku.edu/content/dam/policy/docs/Policies/MisrepCredsStdts.pdf>

Parking

<https://inside.nku.edu/content/dam/policy/docs/Policies/Parking.pdf>

Policy Creation, Revision, Retirement, and Communication

<https://inside.nku.edu/content/dam/policy/docs/Policies/PolicyCreationRevisionCommunication.pdf>

Responsible Conduct of Research, Scholarship, and Creative Activity Training

<https://inside.nku.edu/content/dam/policy/docs/Policies/ResponsibleConductofResearch.pdf>

Space Heaters and Small Appliances

<https://inside.nku.edu/content/dam/policy/docs/Policies/SpaceHeaterSmallAppliances.pdf>

- We have more information about what tweaks were made to the individual policies but placing all the impacted policies in one location hopefully makes it easier to digest.

Other Discussion:

- We held general discussion concerning the committee and the upcoming roundtable event as well as current events here at NKU.

Next Meeting: 11/28/2018, 2:00 PM, AC 615

SC Comments and Questions

1. Were these policy updates open for public comment?
 - a. The minor revisions of current policies do not always go up for comment (minor revisions include formatting, clarity, etc.)
 - b. Any new policies will go to the listserv.

Benevolent Association Committee Meeting Minutes

Date: 10/25/2018

Present: Maureen Krebs, Christa Witt, Amberly Nutini, Lori Smith, Janet New

Absent: Emily Jackson, Tammy Knochelmann, James Parker, Joy Ruehl

Guests:

Highlights to be shared:

- Continued planning for the Soup and Dessert Luncheon – November 6th 11am - 1pm

- Holiday Market
- Raffle Prizes
- Music
- Ceramic Bowls
- Everyone will receive a complimentary NKU 50th anniversary cup
- Distribute flyers and encourage people to sign up to volunteer
 - Soup
 - Dessert
 - Server
 - Setup/CleanUp

Food Service Advisory Meeting Minutes

- **Dining Past Events**
 - Just picked the xbox winner. John Adamick
 - Voice to Vision surveys ended from October 1st-31st. Winners of the \$25 Starbucks will be emailed Friday.
 - ABP opened October 8th!
 - Halloween and other residential events.
- **Dining Future Events**
 - Foodie Feedback Surveys started November 1st. Visit TinyUrl.com/NKUdining to take the survey. You will be entered to WIN \$25 Starbucks. Survey ends November 30th.
 - Thanksgiving Break with special hours will be displayed soon.
 - Celebrating Superfood of Mushrooms
 - Premium Steak Night at Norse Commons
 - DIY Stuffed Spud Bar
 - Friendsgiving
 - Meal plan recharge. Receive \$5 FREE FLEX for every \$50 FLEX added onto current plan. DineOnCampus.com/nku through December 4th.
 - Donating food, service and staff for the NKU Fuel Thanksgiving event on Wednesday, November 21st.
 - New Chef at Norse Commons, Bryan Hopping.
- **Other News**
 - Looking into hard pack ice cream for Norse instead of soft serve.
 - Looking into Sbarro or Pizza Hut to replace Build Pizza proposed for Summer 2019.
 - Need to start thinking about ideas with the continued decline of residential students.

- RFP is out and the process is started.
- 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?
- **In Attendance**
 - Andy Meeks, BOAS Director
 - Pat Hannan, Chartwells RDM
 - Celeste Manning, Chartwells (NKU Dining) Marketing Director
 - Kimberly Wiley, Staff Congress
 - Brynn Cahal, SGA & RA Representative
 - Orville Thomas, ACR Representative
 - Jennifer Garcia, ACR Representative
 - Lauren Mountain, Callahan Hall Director

SC Comments and Questions

- Has Donatos been considered as a pizza offering? Will ask

Transportation Committee Meeting Minutes

Date: 10/18/2018, 1pm, AC 615

Present: Curtis Keller, Sarah Aikman, Andy Meeks, Christine Curran, Mary Paula Schuh, Matthew Bunning, Rebecca Lanter, SGA student rep

Guests: None

Highlights to be shared:

- That two electric charging stations were installed by HIC and are now operational and are being utilized by several different cars on a regular basis
- There is still no time limiting signage; as long as you have a valid parking pass you should not be ticketed
- Charging rates are not readily available at the time of this report, however you can sign up for a charging account at www.chargepoint.com and login for rates
- "Food for Fines" program was a success at a total of 114 citations for 570 jars of peanut butter were forgiven with the food going directly to the Fuel NKU food assistance program. The total citation amount of \$4,316.50 was exchanged during this program. The program will likely be carried out again in the future or maybe on an annual basis
- During a KY legislative event on OCT 25 parking Lot L will be closed

Other Discussion:

- There was discussion about safety brought from the Police dept. about a crosswalk at Kenton & John's Hill and potentially another by The BB&T arena to the welcome garage...Both Staff Congress and SGA have previously brought forth concerns about the Kenton & John's Hill crosswalk visibility (Previous discussion included more illumination for night and fog crossings)
- "U-pass" Tank riders and rates that NKU pays were discussed at length. The possibility of having a small fee, (estimated at under \$10), for access and to support the funding of rising future Tank rates was discussed. The question of having an optional buy-up of a Metro & Tank combo pass was also discussed although Metro is not very interested at this time.
- There was a question about why was the new entrance to Kenton Garage closed off or barricaded with a roadblock and parking staff two different times in approximately one week. One was for camera installs and gate repairs, and the other was for a president's event at HIC. This reserved parking while not utilizing Kenton garage made it difficult for regular users of the garage to get there. Some advanced signage was discussed for future events. We also asked for a better barricade layout making the garage still accessible while requiring no addition manpower for event parking in lot K.
- We also discussed some pending minor repairs likely scheduled for next summer to the Kenton parking garage.

Next Meeting: *TBD*

Wellness Updates

- Second Employee Engagement and Wellbeing Series: Communicating Through Change went very well – presented by Gina Rittinger. Follow-up series in planning stages for April 2019.
- Monday Mile extended through December 3 per request of walkers. All on CRC indoor track at 12:30pm. No walk on Nov. 19.
- Great American Smokeout Event Nov. 15 for faculty, staff and students: Quit Clinic from 11am-1pm in HIC first floor lobby with the following provided:
 - · Test lung age and oxygen intake levels
 - · Determine if you are ready to set a quit date
 - · Speak with a Respiratory Care Specialist (Debbie Patten of CHP) and learn about free [Fresh Start Cessation Counseling](#) and support through Quit Now Kentucky
 - · Take the Asthma and COPD Screening test
 - · Sign up for the Quit Monday Texting program to keep you motivated
 - · Take a free Quit Monday Guide to help you prepare for the process
- Last Roll and Stretch with Airrosti Dec. 4 from 11:45am-12:30pm in the CRC Auxiliary Gym – spring events/clinics in planning stages
- November strength of the month: Leadership

- Brown Bag Strengths Booster: Join us for a facilitated conversation with peers about building leadership skills on November 14 from 12-1pm in AC 722. Bring your lunch and your co-workers.
- Spring Plans:
 - Diabetes Prevention Series
 - Financial Wellness Workshops
 - Heart Health Month Activities/BP screenings in February, National Wear Red Day Feb. 1
 - American Heart Association Heart Mini on March 11, 2019: NKU Team(s) activated by January, multiple events for runners/walkers and family
 - March Mindfulness Series and weekly activities
 - Monday Mile resumes in spring

Roundtable Committee Meeting Minutes

Date: 10/29/2018

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

Absent:

Guests:

Highlights to be shared:

- Discussed luncheon and event Power Point presentation
- Narrowed down to 88 questions to be asked at the event
- Seating arrangement for luncheon
- RSVP's for Staff Congress and Administration
- All answers for questions to be submitted to Sara by January 16, 2019 to post on Staff Congress' website

Other Discussion:

- Encourage all Staff Congress members in attendance to ask follow-up questions during the event
- Will send out a survey to NKU community after the event to get feedback on this year's event and to begin taking suggestions/ideas/thoughts for the 2019 roundtable

Next Meeting:

SC Comments and Questions

- 1) Please continue to announce the 2018 Staff Congress Roundtable
- 2) The first 30-45 minutes will be spent talking about KRS, including different hypothetical scenarios about where pension is and where it can go; President Vaidya wants this to be an open dialogue

- 3) SC Question: Would it be possible to have the questions on the website before the event? Should be possible this year
- 4) SC Question: Could the SC Round Table be audio recorded to be available on the website? Live option is available for future years



Success by Design

Staff Congress Open Discussion

November 8, 2018



Agenda for Today's Session

- Introduction & reminder about our process
- Generating ideas for the 3 Boxes
- Wrap-up



Success by Design

Designing NKU's Future

- Public higher education's value, purpose & return on investment
- The Strada-Gallup 2018 College Student Survey showed:
 - 58% surveyed **pursue the highest level of education** in order to secure a **good job or career**
 - The main reasons those surveyed **chose their college** made their decision based on **location** (28%), **access/affordability** (22%), **school reputation & fit** (20%) or to secure a **good job or career** (15%)
 - 65% of the U.S. workforce does not have a bachelor's degree
 - Nearly half the U.S. workforce feels they need additional education to advance in their career, particularly for those without any college experience and not taking college courses (46%)



nku.edu/successbydesign

Advancing Student Success Aligned with Regional Needs Thru:

ACCESS	COMPLETION	CAREER & COMMUNITY ENGAGEMENT
Students have access to higher education at NKU.	Students' progress in completing their higher education goals.	Students are prepared for productive careers and community engagement.



To Design Our Future, We're Using “The Three Box Solution”

The **Strategic Framework Core Team** has been meeting with students, alumni, faculty, staff, and members of the community to define goals for every category within the three boxes, and devise a strategy to reach these goals.



We'd like to hear from each of you and urge you to answer the questions at nku.edu/successbydesign

Question #1

**What do you and/or
our students like about NKU?**



Question #2

**What's something you would
like to change about NKU?**



Question #3

**What's something you wish
NKU had or could do for you
and/or our students?**



Question #4














**What's your big idea
for NKU?**



Where are we today?

Thru **March 2019**, we will continue to ...

deliver key messaging, including an overview of the strategic planning **process**; details about **timeline** and **goals**; and a **call-to-action** for stakeholders for input & action.

	SEPT-18	OCT THRU DEC-18	NOV/DEC-18	DEC-18	JAN/FEB-19	MAR-19
Key Milestones	 Create Website & Develop Survey	 Conduct <i>TalkShops</i> and Input Survey	 Analyze & Review TalkShop and Survey Results	 Begin Strategic Framework Development	 Test & Validate Strategic Framework	 Receive Strategic Framework Approval & Roll Out Strategic Framework
Communication & Engagements	 "Train the Trainer" on 3-Box Approach 	 Send Out Input Survey Reminders <i>TalkShops & Open Forums</i>	 Share Feedback from <i>TalkShops</i> and Survey 	 Test & Validate Strategic Framework <i>Core Team & Work Teams Meet</i>	 Share Strategic Framework for 2019-2022 <i>Ongoing Status Updates</i>	



NKU 1968–2018

Strategic Framework Core Team

NAME	TITLE	DEPARTMENT AND/OR COMPANY	CURRENT OFFICE HELD (IF APPLICABLE)
Ashish Vaidya	President	Office of the President	Chair, Strategic Framework Core Team
Kevin Kirby	Dean	College of Informatics	
Douglas Hume	Department Chair	Dept. of Sociology, Anthropology & Philosophy, CAS	
Matthew Zacate	Professor	Dept. of Physics, Geology & Engineering Technology, CAS	Faculty Senate President
Caroline Macke	Associate Professor	Social Work & Leadership, COEHS	
George Carpten	Lecturer of Trumpet	School of the Arts, CAS	
Dannie Moore	Assistant Vice President	Student Affairs	
Sue Murphy-Angel	Senior Operations Coordinator	College of Informatics	Staff Congress President
Taylor Gagne	Undergraduate Student	Accounting & Sports Business, COB	
Kadori Ngirabakunzi	Graduate Student	Nursing & Psychiatric Mental Health Nurse Practitioner, CHP	
Kara Williams	Founder	Marketing Collective	NKU Foundation Secretary & Community Representative
Lisa Blank	System Director	Organizational Development & Education, St. Elizabeth Healthcare	Alumna Representative

Gina Rittinger, AVP, Marketing & Communications, serves as Strategic Framework Process Coordinator

Committee Goal and Progress Report

2018-2019

Committee name _____

Name of person completing the report: _____

Instructions

By March 14, 2019: Complete Columns 1, 2, and 3; submit electronically to hilesgl@nku.edu

By June 13, 2019: Complete Column 4 and submit electronically to hilesgl@nku.edu

Committee Goal	Approximate Start/End Date	Detailed Description	Completed Outcomes/Accomplishments (descriptive bullet list)
GOAL # 1:			
GOAL #2:			
GOAL #3:			



[@NKUdining](http://Dineoncampus.com/NKU)

Past Events in October

Au Bon Pain OPENED!



Past Events in October

Halloween

Food Truck Themed Week

Monthly Superfood of Pumpkins and Sweet Potatoes



Past Events in October

Norse Commons Halloween



Monthly Associate Appreciation



Upcoming November Events

