

Members Present: Robert Alston, Tina Altenhofen, Cindy Ash, Chris Bowling, Tiffany Budd, Chris Charnegie, Ashley Coates, Sara Conwell, Vicki Cooper, Megan Cowherd, Rebecca Cox, Christopher Dolhancryk, Dave Groeschen, Mike Irvin, Erika Jay, Deanna Karam, Brenda Maldonado, Beth McCubbin, AJ Miller, Sue Murphy Angel, Krista Rayford, Kimberly Sanders, Steve Slone, Terri Smith, Anita Southwick, Ryan Straus, Lou Stuntz, Diane Wallace, Kimberly Wiley

Members Absent: Mary Barry, Quentin Daniels, Melanie Hall, Amberly Nutini, Felicia Share, Chris Witt

Meeting Guests: David Bauer, David Berland, Janel Bloch, Matthew Frey, Grace Hiles, Chad Ogle, Lori Southwood, Matthew Zacate

- I. Call to Order at 1:04 pm
- II. Approval of November 8 minutes - motion to approve minutes as submitted made Steve Slone and seconded by Krista Rayford; motion passed by voice vote with no opposition or abstention
- III. Guest: No December Guest
- IV. Liaison Reports
 - A. Board of Regents – Staff Regent David Bauer
 1. No report; Schedule of meetings:
 - a) <https://inside.nku.edu/president/regents/schedule.html>
 - B. Administrative Liaison – Chief Human Resources Office Lori Southwood – **report**
 - C. Faculty Senate – Matthew Zacate, President
 1. Meeting on December 14 @ 1:00 pm in UC Ballroom
 - a) Grad Level course requirements no longer need to have prerequisites (600+)
 - b) Sustainable Funding Model for Steely Library
 - c) PCC recommendation for faculty handbook on section for consensual relationships
 - d) Nepotism Policy Update
 - e) Updates on hiring administrators that also seek faculty rank
 - D. Student Government Association – President Hannah Edelen / VP Matthew Frey
- V. President's Report – Sue Murphy Angel
 - A. MLK Day of Service: <https://myengagement.nku.edu/event/2061903>
 - B. Success by Design: <https://www.nku.edu/successbydesign.html>
 - C. Convert unused vacation to sick time by Tuesday, Dec 18:
<https://inside.nku.edu/content/dam/humanresources/docs/Benefits/LandingPage/FormsColumn/Transfer%20vacation%20to%20Sick%20Leave%20Rev%205%202015.pdf>
 - D. Question
 1. Will sick time benefits be in effect for KRS through December 2018?
 - a) Recommendation in discussion on Monday
- VI. Standing Committees:
 - A. Benefits – **report**
 - B. Constitution & Bylaws – no report
 - C. Credentials & Elections – no report
 - D. Outreach – **report**

- E. Policies – no report
- F. Scholarship – no report
- VII. University Committees:
 - A. Benevolent Association – no report
 - B. Food Service Advisory – **report**
 - C. IT Advisory Committee – no report
 - D. Regent's Distinguished Service Award – **report**
 - E. Sustainability Strategy Work Group – no report
 - F. Transportation – **report**
 - G. Wellness – **included in Lori's report**
- VIII. Ad-Hoc Committee
 - A. Roundtable Discussion – **report**
- IX. Old Business
 - A. Staff Congress Group Photo: Now on the website
 - B. Vehicle Damage in parking lot near baseball field (Lot V)
 - 1. The person reporting should file with KY claims; there is additional information on NKU's Procurement website: <https://inside.nku.edu/procurement/risk-management.html>
 - 2. Once NKU legal receives claim, out-of-pocket expenses are covered
- X. New Business
 - A. SC currently has a Sustainability Strategy Work Group; there used to be an NKU Green Committee
 - 1. Proposal to revive the Green Committee
 - 2. Motion to revive committee made by Chris Bowling and seconded by Steve Slone; motion passed by voice vote with no opposition or abstention
- XI. Announcements
- XII. Adjournment - motion to adjourn made by A.J. Miller and seconded by Dave Groeschen; motion passed by voice vote with no opposition or abstention; meeting adjourned at 1:38PM

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

Business Operations and Auxiliary Services:

- Nothing to Report

Chief Financial Officer:

- The budget committees have reviewed the budget requests and provided recommendations to the President and Cabinet for review the week of December 3rd.
- Wednesday, December 12th from 12:30 – 2:00pm is the President's Open Forum to discuss the status of the strategic framework process, updates on budget status, and other highlights of things going on around campus.

Facilities Management:

- Working with the Space Management and Deferred Maintenance Committee (SMDM), a list of proposed projects to be funded from FY 20 deferred maintenance funds has been finalized and is being submitted to the Budget Executive Committee (BEC) for consideration and approval. This year, the committee proposed projects totaling \$1.7 million, which equals base budget allocation for FY 20 budget. In FY 18 and 19, funding request included \$1.5 million additional onetime allocation, to catch up and stabilize. The reduced funding request was made in consideration of the budgetary situation. However, the committee remains convinced that the level of funding in future years will need to be increased to ensure building systems functionality and reliability.
- It is worth mentioning the physical damage caused by the ice storm before Thanksgiving. A total of 14 mature trees on campus were either totally or significantly damaged due to the ice. Deferred maintenance funds have been obligated to mitigate the damage and attempt to replace most of the damaged trees.

Human Resources:

- HR is working on changes to orientation and the onboarding process. We are setting up a mock orientation and onboarding session in December. We are hoping to implement the changes in early 2019.
- We are in the final stages of the merit increase process. Employees who are eligible and received an increase should start to receive notifications from beginning the week of December 10th. The salary letter notifications will come from each department.

Wellness:

- **Employee Engagement and Wellbeing:**
 - Self-Regulation Lunch & Learn, Jan. 30 and 31, presented by Carly Rospert.
 - Radical Candor and Honest Feedback Series, Feb. 27 and 28, presented by Carly Rospert.
 - Four-part Financial Wellness Series with TIAA: Feb. 20, March 20, April 17 and May 2, details to come.
- **Airrosti Rehab Center Partnership:**
 - First Friday Foam Rolling Clinics continue: Dates and times TBD.
 - Lunch and Learn with Airrosti: Shoulder Pain/Injury Prevention and Management, April 25.
 - Complimentary 30-minute one-on-one assessments that includes a thorough evaluation, injury education, recovery options and appropriate self-care exercises can be scheduled at any Airrosti location (Airrosti.com/locations). [Register here!](#)

IT:

- **Help Desk Winter Break Coverage:**
 - December 26 - 30, and January 2- 6 the help desk will be open from noon to 4pm daily. If you experience a technology emergency when we are not open, you may leave a voice message on the Help Desk phone (859-572-6911), and the on-call technician will return your call. The NKU Help Desk will be closed December 24, 25, 31, and January 1 for the holidays.
- **NKU Secure Wi-Fi:**
 - NKU_Secure will have intermittent availability the morning of Friday, Dec. 21, during the migration to our new ISE deployment. NKU_Encrypted and NKU_Public will continue to work during this time.

Legal Affairs:

- Compliance Training will be launched on January 15th:
 - Training builds on Compliance Training from last year, but is more stream-lined and utilizes a new platform called "Safe Colleges";
 - Compliance Training website has been developed with multiple resources such as frequently asked questions;
 - Stay tuned for more details about the training after the holiday break.

SC Comments and Questions:

- Airrosti on Campus: <https://inside.nku.edu/wellness/upcomingclassesandevents.html>
- MLK Day of Service
 - Registration deadline ends Friday, December 14, at midnight
 - A.J. can provide additional information
 - Participation of school-aged children is case-by-case
- Will President's address be posted?
 - It is online
- Note on Raises: BOR did not vote on how raises will be distributed
- Rumor: Facilities/Management not getting raise until July
 - This is an incorrect note deduced from the new budget discussion, which aims to get back on the July to July fiscal schedule
 - All raises are active in January
 - Letters are currently being distributed

Benefits Committee

Meeting Minutes

- FSA reimbursements need to be processed by Feb 1
- Please check your pay stubs to make sure deductions are correct

Outreach Committee

Meeting Minutes

Meeting: No meeting in November due to holiday

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

Points to share:

- At this time Staff Congress will not share the Round Table questions with Faculty Senate and SGA until the President's office can answer them in writing.
- We plan to simply advertise our next Staff Congress meeting in This Week emails. We'll include links to our FB and website. We'll start with the January meeting.
- Next meeting date: December 19, 2018

Food Service Advisory Meeting Minutes

12.5.18 Food Advisory Notes

- **Last Meeting this Semester – invites will be sent out for next year.**

We really want to thank you for a wonderful semester. We hope you do well on finals and we will see you in the new year!

- **Dining Past Events**

- Foodie Feedback Surveys ended November 30th.
- Friendsgiving, Superfood of Mushrooms, Pumpkin Cookies Break, Premium Steak Night at residential.
- John Adamick, the XBOX winner picked up his prize! He was more than excited.
- Donation to the Jenergy Thanksgiving event was a huge success!

- **Dining Future Events**

- Winter Break hours of operation are displayed on DOC, social media and each location.
- **Amnesty Week** – RA's please help promote the return of any dining dishes, cups, plates, utensils before the break.
- The holidays are the season to get ENGAGED! Help promote your NKU Pride and encourage them to get married at NKU. Find us on TheKnot.com. NKU graduate or not, we are the perfect spot for a wedding!
- Feast for finals – Winter Wonderland theme
- Holiday Dessert Decorating at residential next week.
- RA's – residents can change their meal plan from Jan 14th through the first two weeks of school.

- **Other News**

- Students surveyed liked the hard pack ice cream for Norse idea.
- Looking into Sbarro to replace Build Pizza proposed for Summer 2019.
- Need to start thinking about ideas with the continued decline of residential students and hours of operation at Callahan Bistro. We discussed possibly closing the location for lunch.
- RFP is out and the process is started. Final meeting was today.
- Shoutouts to NKU Dining associates were passed along for their extra effort with the students.

- Cashier was made aware of where to tell students go to find meal plan balances. Email allcard@nku.edu OR go to Get.Cbord.com/nku. Add on additional Flex Dollars at DineOnCampus.com/NKU.
- 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
 - Orville Thomas, ACR Representative
 - Jennifer Garcia, ACR Representative
 - Estafania Correa, ACR Representative
 - Lauren Mountain, Callahan Hall Director

Regents Distinguish Service Award (RDSA) – Update

- Notification will go out in next Monday's (December 17, 2018) Thisweek
- The committee consist of last year's winner (3 winners), a regent, staff congress representative (Tina Altenhofen), and 2 individual staff will be randomly selected for a total of 7 members.

Transportation Advisory Committee Meeting (TAC) Northern Kentucky University, AC615 November 2018

Reports:

1. Parking Services:
 - a. Kenton Garage RFP Release November 15, 2018- \$ 1 Million (total scope)
Proposed schedule May 6, 2019 – July 31, 2019
 - b. BB&T Event December 8, 2018 – Estimated attendance 5000 (parking included on ticket)
2. Campus Planning:
 - a. No one present to report.
3. Police Department:
 - a. No news to report
4. SGA comments/concerns:
 - a. Discussed lighting concerns between Lot F and along Norse Hall. An email was sent to Brad Lehman describing the concern.

5. Operations and Maintenance:
 - a. No one present to report.
6. Northern Kentucky University Sustainability:
 - a. No one present to report.
7. Staff Congress:
 - a. No one present to report.
8. Old Business:
 - a. Lighting concerns previously discussed in Lot I have been addressed and resolved.
 - b. Crosswalk at Kenton Dr. and Johns Hill remains a concern but no resolution to date.
 - c. Concerns regarding navigating the new entrance/exit into the Kenton Garage were expressed. Unfortunately, due to the associated costs relocating the surveillance camera and access equipment it is not a viable option at this time.

Roundtable Committee Meeting Minutes

Date: 11/9/18
Present:
Absent:
Guests:

Highlights to be shared:

- Thank you to those who attended the event
 - We had a great turnout of public
 - Encourage all Staff Congress members to attend next year, as it is our event and we had a poor showing this year
- A big thanks to Chris Bowling and IT for helping us get the rooms set up for the day
- All answers for questions to be submitted to Sara by January 16, 2019 to post on Staff Congress' website

Other Discussion:

- One follow-up question regarding the number of deans in Chase College of Law
 - Lori is looking into that and will provide us with an update

Next Meeting:

SC Comments and Questions:

- Attendance was low
- Follow-up question: Deans in Chase— the organization chart states 7, but the roundtable answer was 3
- January is the deadline to review questions
- Password Protected for current questions and answers
 - Why is this current process?
- Streaming was not possible. Can this be done in the future? Sara will bring this up to President