

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

Members Absent: Quentin Daniels, Mike Irvin, Deanna Karam, AJ Miller, Amberly Nutini, Kimberly Sanders

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

- I. Call to Order at 1:00 pm
- II. Approval of December 13 minutes
 - A. Tabled for February 14 meeting
- III. Guest: No January 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 – Budget Committee Chair Dr. Janel Bloch
 1. First meeting is January 28
 - a) Schedule of meetings: <https://inside.nku.edu/facultysenate/schedule.html>
 2. Faculty Senate SP18 survey is finalized. Janel will announce when the survey is available for review
 - D. Student Government Association – President Hannah Edelen / VP Matthew Frey
- V. President's Report – Sue Murphy Angel
 - A. Reminder: SC Basketball Game – Free for SC members; will be in the President's Suite
 1. NKU WBB vs Youngstown State University
 2. Friday, February 22 @ 7:00 p.m.
 - B. Questions: When you submit a question to your executive team, we will review and reply at the next scheduled meeting
- VI. Standing Committees:
 - A. Benefits – **report**
 - B. Constitution & Bylaws – no report
 - C. Credentials & Elections – **report**
 - D. Outreach – no report
 - E. Policies – no 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 – **report**
 - E. Sustainability Strategy Work Group – no report

- F. Transportation – no report
- G. Wellness – no report
- VIII. Ad-Hoc Committee
 - A. Roundtable Discussion – **report**
- IX. Old Business
 - A. Committee Goals
 - 1. By March 14, 2019: Complete Columns 1, 2, and 3; submit to hilesq1@nku.edu
 - 2. By June 13, 2019: Complete Column 4 and submit to hilesq1@nku.edu
 - B. NKU Green Committee
 - 1. Goals:
 - a) Promote recycling, energy efficiency, education, etc.
 - b) Accept members from SC, FS, SGA, and the larger NKU body
 - 2. Working on formal development, including committee development
- X. New Business
- XI. Announcements
 - A. SC Basketball Event:
 - 1. NKU WBB vs Youngstown State University
 - 2. Friday, February 22 @ 7:00 p.m.
 - B. ITAC: All computers are scheduled to receive Microsoft updates
 - 1. Windows 10: Leave computers on overnight for the next couple of weeks to assist with updates
- XII. Adjournment - motion to adjourn made by Steve Sloan and seconded by Krista Rayford; motion passed by voice vote with no opposition or abstention; meeting adjourned at 2:10 PM

Administrative Liaison—Chief Human Resources Officer Lori Southwood January 2019 Staff Congress Meeting Report-Outs

Business Operations and Auxiliary Services:

- The RFP process for food and beverage services is underway. Proposals were received on December 21st and the selection committee will begin meeting upon our return for the spring semester.
- There will be an RFP process for vending services during the spring semester with a decision likely by early April, 2019.

Chief Financial Officer:

- Work continues on budget for FY20, continued negotiations with Fairmount on Phase 2 of US 27 development, and preparing to meet with several banks to discuss upcoming financial services RFP.

Facilities Management:

- Nothing to Report

Human Resources:

- W2's:
 - When electronic W2's are ready, time admins will be notified and it will be posted in ThisWeek.
 - Paper W2's will be mailed by January 31st.
 - Reissues will begin February 15, 2019.

IT:

- A new web dashboard and mobile app initially focused on students is now available. The dashboard and mobile app are personalized and mobile ready for all devices. A formal communication to students is scheduled for the week of January 14th. The new app can be found in the Apple and Google app stores.
- A VPN upgrade is scheduled the week of January 7th; expect to be asked to update the VPN client on your next log in to VPN.
- This affects Web Content Editors only - The NKU CMS Adobe Experience Manager (AEM) is being upgraded; it starts Wednesday morning, January 9th, and should be completed by Sunday January 13th. The web editor (edit.nku.edu) will not be available during this time; however, the nku.edu website will not experience any downtime.

Staff Congress Questions and Comments

- What is the name of the new web dashboard and mobile app?
 - Northern Kentucky University Mobile
- Ray Mirizzi from Operations and Maintenance passed away. Information is forthcoming
- KRS Rumors: Adam Caswell's Round Table pension presentation remains current
 - Examples of planning scenarios:
 - All new hires would not go in KRS or state pension, but would go in a defined plan
 - All existing employees would have a window of opportunity to decide if they want to stay in KRS or opt out; if they opt out, any benefit would remain and the employee would maintain that benefit upon retirement. This gives all employees a choice, but would not unduly harm employees.

- If employees do opt out of KRS in this planning scenario, will there be a resource to explain choices?
 - Again, please remember that all discussion is in the planning stage
 - Hoping for a tool to allow employees to run numbers comparable to an online calculator with multiple outcomes
 - Group sessions, comparable to open enrollment
 - Will an external company offer one-on-one sessions? (A note from the Roundtable) This is still a possibility, but it may not be universal to all NKU employees
- To reiterate: the President will be transparent about all updates and will communicate promptly with NKU
 - Suggestion: What if there is a monthly update stating that there are no status changes? This could alleviate campus worries
- What happened to the December 17 proposal from KRS?
 - They did not release a proposal
 - They did express a need for a freeze
- What if employees wish to go outside of NKU for retirement options?
 - This is not a current option
 - All options still require contribution
- Could employees go lower than 5%?
 - This is not a current option
 - Currently at 6%, so 5% would be a lower option

Benefits

- Check your pay stubs to make sure all deductions are correct
- FSA accounts need to be finalized by February 1. Contact Benefits if you have any questions
- HSA: An email was sent with information regarding the new card

Credentials & Elections Committee

Date: October 17, 2018

Present: Tina Altenhofen

Absent: Brenda Maldonado, Melanie Hall, Beth McCubbin & Lou Stuntz

Guest: Grace Hiles

Highlights to be shared:

- Grace and Tina reviewed the SC Nomination & Election Recommended Timeline, update/edited the 2019 Call for Nominations Flyer, 2019 Nomination Packet email and website, 2019 Staff Congress Nomination Period Flyer, and 2019 Vote Congress Now Flyer.
- Tina sent the updated/edited SC Nomination & Election Recommended Timeline, 2019 Call for Nominations Flyer, 2019 Nomination Packet email and website, 2019 Staff Congress Nomination Period Flyer, and 2019 Vote Congress Now Flyer to Sue Murphy Angel, SC President and Beth McCubbin C&E Co-Chair for them to review.

Update: SC Election Announcement

- All staff who have been employed since April 12, 2018 are eligible to be nominated

- All staff who have been employed since January 12, 2019 are eligible to vote
- Nominations are open and available online 8:00 am March 8, 2019 and remain open through 4:30 pm March 22, 2019
- Election/Voting open 8:00 am April 12, 2019 and run through 4:30 pm April 26, 2019

Next Meeting: 01/16/2019 2:00 pm, AC105

Staff Congress Questions and Comments

Have we ever asked employees why they want to serve on Staff Congress?

- We aren't a campaign office
- Moving forward, we can discuss a simple, optional format for people to share bios

Regents Distinguish Service Award (RDSA)

This notification was posted in Thisweek on Monday, January 2019 for the RDSA:

Regents Distinguished Award

Please mark your calendar - requests for nominations for the Regents Distinguished Service Award will begin in mid-January 2019. This award recognizes individual staff employees who have made notable contributions to the growth, image or efficient operations of the university. Three \$1,000 awards are granted yearly. Additional information to come.

Below is additional information that I will provide at the SC meeting on Thursday:

- This award recognizes individual staff employees with 5 or more years of service who have made notable contributions to the growth, image or efficient operations of the university.
- Requests for nominations for the Regents Distinguished Service Award will begin January 14th.
- The list of eligible employees will be listed on the HR website and we will accept nominations through February 4th.

Please let me know if you need any additional information.

SC Questions and Comments

How do you change your name on the list?

- Send request to Ophelia Marks, marks@nku.edu

Round Table Report

- Presidential Feedback
 - Change room layout
 - What are the ultimate goals of this event?
 - What are our desired, valued outcomes?

- Example: Networking, connection, etc.
 - How often should this event occur?
 - Once a year?
 - Consideration: One part of organizational chart in fall and one part in spring?
 - Please send feedback for Sara to share with President
- Round Table Answers
 - Deadline for answers is next week
 - President wants answers password protected
 - Committee is working to make sure this is only external
 - Suggestion: Website should have a way to respond to the questions when they are asked
 - Please review the SC answers when they are posted and share with your respective area
- Roundtable History
 - Roundtable – Tables with 2 admin per table, and the rest from SC
 - The President moved from table to table
 - At the end, the President offered a presentation on common themes
 - Evolved to place the administrators at the front of the room. This occurred before SC leadership had regular meetings with administration
- Suggestions
 - Give SC and admin time to discuss the unique features of both areas and roles
 - Offer the Roundtable quarterly
 - Feature different groups from different areas
 - Ex: “In June, we will be talking to Parking. What are your questions for Parking?”
 - Change: More efficient answers
 - Move to the Ballroom
- Questions:
 - What is the overall point?
 - The Roundtable is a vehicle for communication. Historically, staff were not always comfortable approaching supervisors. SC acts on behalf of all NKU staff.
 - If similar questions are asked from multiple groups, (Ex: Parking), then SC can bring the concerns together and identify common problems. This often includes faculty, staff, and students.
 - Raises awareness of unique issues
 - Offers clarification of incorrect information
 - It’s up to each SC member to read the answers and distribute feedback. You are responsible for the constituents in your area.
 - Could the committee brainstorm possibilities for future Roundtable offerings?
 - Yes. Email Sara
 - This could include a shared document