

Members Present: Robert Alston, Tina Altenhofen, Cindy Ash, Mary Barry, Chris Bowling, Tiffany Budd, Chris Charnegie, Ashley Coates, Sara Conwell, Vicki Cooper, Quentin Daniels, Dave Groeschen, Mike Irvin, Brenda Maldonado, Beth McCubbin, AJ Miller, Sue Murphy Angel, Amberly Nutini, Krista Rayford, Emily Rudd, Felicia Share, Terri Smith, Kimberly Wiley, Chris Witt

Members Absent: Megan Cowherd, Rebecca Cox, Erika Jay, Deanna Karam, Kimberly Sanders, Steve Slone, Anita Southwick, Ryan Straus, Lou Stuntz, Diana Wallace

Meeting Guests: Mike Hales, Grace Hiles, Jackie Marsala, Mary Paula Schuh, Lori Southwood, Carolyn Willhoit, Matthew Zacate, Syed Zaidi

- I. Called to Order at 1:00PM
- II. Approval of February 14 minutes
 - A. Tabled to April 11
- III. Voting Item:
 - A. Vacancy Replacement: Carolyn Willhoit, Library Assistant, Chase Law Library, to replace Christopher Dolhancryk
 - B. Motion to approve made by Chris Bowling and seconded by Dave Groeschen; motion passed by voice vote with no opposition or abstention
- IV. Guests:
 - A. Syed Zaidi, Assistant Vice President, Facilities Management; and Mary Paula Schuh, Director, Campus & Space Planning
 1. Capital Plan Update
 - B. Adam Caswell, Assistant Vice President, Government, Corporation & Foundation Engagement
 1. KRS Update: **CANCELLED**
- V. Liaison Reports
 - A. Board of Regents – Staff Regent David Bauer
 1. Schedule of meetings: <https://inside.nku.edu/president/regents/schedule.html>
 - B. Administrative Liaison – Chief Human Resources Office Lori Southwood - **report**
 - C. Faculty Senate – Faculty Senate President Dr. Matthew Zacate
 1. Schedule of meetings: <https://inside.nku.edu/facultysenate.html>
 2. No voting items at recent FS meeting
 - D. Student Government Association – President Hannah Edelen / VP Matthew Frey
- VI. President's Report – Sue Murphy Angel
 - A. Picnic: we are looking to recommend August 9th to the President for the 2019 NKU Picnic in the Park for faculty, staff and family. The picnic will be held at the Highland Heights City Building Park. Please email me any ideas/suggestions you may have.
 - B. Survey Evaluation: Don't miss the opportunity to be heard. Friday, April 5th is the last day to perform the pilot 2019 Staff Congress Administrator Survey Evaluations.
- VII. Standing Committees:
 - A. Benefits – **report**
 - B. Constitution & Bylaws – no report
 - C. Credentials & Elections – **report**
 - D. Outreach – **report**
 - E. Policies – **report**

- F. Scholarship – no report
- VIII. University Committees:
 - A. Benevolent Association – **report and sign up**
 - B. Food Service Advisory – **report**
 - C. IT Advisory Committee – **report**
 - D. Regent’s Distinguished Service Award – **report**
 - E. Sustainability Strategy Work Group – no report
 - F. Transportation – no report
 - G. Wellness – **report**
- IX. Ad-Hoc Committee
 - A. Roundtable Discussion – no report
- X. Old Business
 - A. Committee Goals
 - 1. By March 14, 2019: Complete Columns 1, 2, and 3
 - 2. Submit to Grace Hiles @ hilesq1@nku.edu
 - 3. 4 of 6 spreadsheets submitted
- XI. New Business
- XII. Announcements
 - A. Benevolent’s Spring Souper Lunch and Bake Off
 - 1. March 26, 11:00-1:00, Campus Rec/MAC Gym
 - 2. Sign Up: <https://www.signupgenius.com/go/409094caaa729a5fb6-souper>
- XIII. Adjournment - motion to adjourn and seconded. Motion passed by voice vote with no opposition or abstention; meeting adjourned at 3:10PM.

Syed Zaidi, Assistant Vice President, Facilities Management; and Mary Paula Schuh, Director, Campus & Space Planning

Capital Plan Update

Overview

- Operational—every year
- Capital Budget—every 2 years
 - Entire update every 2 years for upcoming 6 years (plan)
 - Has to have legislative approval
 - Narrative for each item
- 300 million pool divided amongst the schools across the state
- Over \$1M project has to be given authority

CPE to pay most attention to (first biennium to CPE for funds)

- Expansion of science labs
- Relocation of visionary tech program across campus
 - May have shifting of space
- Nunn Hall—infrastructure issues
- Fine Arts Building—systems improvement
- COB bottom floor to be repurposed
 - system | infrastructure
- Underground—replace sewer line & water to campus (\$6M)
- Library—architecture, mechanical, infrastructure

Other

- Campbell Hall—emptying out—corporate partnership building?
- Residence Halls
- Parking Lot “L”
- Civic Center Building: foundation | Alumni to go?
- Basketball practice building
- Expand baseball field
- Energy saving
- Event Center tech.
- Land acquisition

Questions

- BB&T Arena Scoreboards:
 - Tech fee to use scoreboard during events—Chris B. agreed
 - Work with SMG on rates/charges—SM
- Raise rates to improve gains? **Timeline**

Timeline: Budget submitted on 4/15 – CPE to review in May/June with NKU doing a report and presentation – continuous discussion until November 15th where it goes to the Capital Budget meeting – then goes to the Governor and budget review – January budget for any capital funding and then to the House

Northern Kentucky University
Capital Plan Project List 2020-2026

DRAFT 3.14.2019

Priority	Project	Scope	2020-2022	2022-2024	2024-2026	Fund Source
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Note: Only projects proposed for State funding in **2020-2022** are prioritized in the Capital Plan.

1	Expand Herrmann Science Center	\$ 94,500,000	X			General Fund (State)
2	Renew/Renovate Fine Arts Center Phase II	\$ 45,000,000	X			General Fund (State)
		\$ 5,000,000	X			Private Funds
3	Renew/Renovate Nunn Hall	\$ 25,000,000	X			General Fund (State)
4	Renovate/Expand Business Academic Building	\$ 41,000,000	X			General Fund (State)
5	Replace Underground Utility Infrastructure	\$ 6,700,000	X			General Fund (State)
6	Renew/Renovate Steely Library	\$ 41,000,000	X			General Fund (State)
7	Renew E&G Buildings Systems Projects Pool	\$ 20,000,000	X			General Fund (State)
8	Upgrade Admin Systems	\$ 3,500,000	X			General Fund (State)
9	Renovate Campbell Hall	\$ 6,000,000	X			General Fund (State)
		\$ 6,000,000	X			Private Funds
10	Next Generation Digital Campus Reauth.	\$ 3,000,000	X			General Fund (State)
11	Upgrade Cyber Security System Add'l Reauth.	\$ 1,750,000	X			General Fund (State)
12	Scientific/Technology Equipment Pool Reauth.	\$ 6,000,000	X			General Fund (State)
TOTAL State Funded Projects 2020-2022		\$ 304,450,000				

Northern Kentucky University
Capital Plan Project List 2020-2026

DRAFT 3.14.2019

Priority	Project	Scope	2020-2022	2022-2024	2024-2026	Fund Source
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Projects that **DO NOT** get prioritized:

New Construction and Major Expansion Projects

	Construct/Acquire New Residence Hall Add'l Reauth.	\$ 22,500,000	X			NKU Bonds
	Reconstruct West Side Parking Reauth.	\$ 7,000,000	X			NKU Bonds
		\$ 7,000,000	X			Long-Term Financing
	Renovate/Replace/Expand Civic Center Building	\$ 6,000,000	X			Private Funds
	Renovate/Expand Baseball Field	\$ 6,300,000	X			Private Funds
	Construct/Acquire New Residence Hall 2022-2024	\$ 31,000,000		X		NKU Bonds
	Construct Basketball Practice Facility	\$ 10,000,000		X		Private Funds
		\$ 6,000,000		X		Long-Term Financing
	Construct Chiller Plant	\$ 19,400,000		X		General Fund (State)
	TOTAL Non-State Funded New Construction 2020-2022					
		\$ 48,800,000				
	TOTAL New Construction 2022-2024					
		\$ 47,000,000				
	TOTAL New Construction 2024-2026					
		\$ -				

Major Renovation, Deferred Maintenance and Refurbishing Projects

	Guaranteed Energy Savings Performance Contracts	n/a	X			Long-Term Financing
	Renovate Brown Building Reauth.	\$ 3,000,000	X			NKU Funds
		\$ 1,500,000	X			Private Funds
	Replace Event Center Technology	TBD	X			NKU Funds
	Renew Administrative Center	\$ 45,000,000		X		General Fund (State)
	Renew/Renovate Landrum Hall	\$ 43,000,000		X		General Fund (State)
	Renew University Center Phase III	\$ 14,000,000		X		General Fund (State)
	Renew Old Power Plant	\$ 6,000,000			X	General Fund (State)
	Renew/Renovate MEP Center	\$ 43,000,000			X	General Fund (State)
	Renew/Renovate Regents Hall	\$ 8,000,000			X	General Fund (State)

Northern Kentucky University
Capital Plan Project List 2020-2026

DRAFT 3.14.2019

Priority	Project	Scope	2020-2022	2022-2024	2024-2026	Fund Source
	TOTAL Renovation/Renewal/Refurbish 2020-2022	\$ 4,500,000				
	TOTAL Renovation/Renewal/Refurbish 2022-2024	\$ 102,000,000				
	TOTAL Renovation/Renewal/Refurbish 2024-2026	\$ 57,000,000				

Land and Building Acquisitions

	Acquire Land/Master Plan 2010-2012 - Reauth.	\$ 17,500,000	X			NKU Bonds
		\$ 4,000,000	X			NKU Funds
		\$ 4,000,000	X			Long-Term Financing

GRAND TOTAL 2020-2022 \$ 383,250,000

GRAND TOTAL 2022-2024 \$ 149,000,000

GRAND TOTAL 2024-2026 \$ 57,000,000

Board of Regents – Staff Regent Dave Bauer

- Information provided by Sue Murphy Angel
- Open forum scheduled for March 20 at 9:00AM
- Board of Regents meeting scheduled to follow
- Agenda, materials, and minutes: <https://inside.nku.edu/president/regents/board-agenda-and-minutes.html>

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

Business Operations and Auxiliary Services:

- The Kenton Garage will close immediately after spring graduation. The garage will be undergoing a significant restoration and will remain closed for the summer.
- The Student Union Food Court's pizza operation will transition to a SBARRO's Italian Restaurant. The 1st phase of renovations will start immediately after graduation and be completed by August 1st.
- The food and beverage selection committee continues to meet and work on the selection of a new business partner. I anticipate that we'll make a recommendation prior to May 1st of the current year.
- Snack vending for the university is currently out to bid. We should make an announcement towards the end of May, 2019 as to who our snack vending business partner will be.

Chief Financial Officer:

- Finalizing budget recommendation for March 20th Board
- Preparing financial services RFP over next 60 days
- Continue to refine housing strategy to construct new residential facility and renovate some of the other halls. Commonwealth currently under renovation and expected reopen for Fall 2019. New resident hall expected to be constructed by Summer 2021.
- Continue negotiations with Fairmount for phase 2 of the US27 development.
- UK College of Medicine space in Albright Health Center should be complete in March 2019. First class of students will be on campus for Fall 2019.

Facilities Management:

- Nothing to Report

Human Resources:

- **Employee Appreciation Week:**
 - Kick-Off Dessert Reception
 - Monday, March 25 from 1:00-2:30pm in SU Ballroom
 - RDSA Nominees will be announced!
 - Souper Lunch & Bake-Off and Spirit Day

- Tuesday, March 26 from 11:00am-1:00pm Auxiliary Gym – Campus Rec Center
 - Show your NKU Spirit! Wear your NKU gear, decorate your department space and upload a photo to Marks@nku.edu. Voting will take place on Wednesday on the NKU Facebook page. The department voted “Best NKU Spirit” will win a pizza lunch!
 - Game Day
 - Wednesday, March 27 from 11:00am-1:00pm in HIC 500
 - US Bank will be there with prizes and snacks!
 - Staff Appreciation Breakfast
 - Thursday, March 28 8:30-10:30am in SU Ballroom
 - Staff Appreciation Dinner
 - Thursday, March 28 5:30-7:30pm in SU Ballroom B&C
- ❖ **The registration site for the breakfast and dinner is open until Friday, March 22. Tickets are available for pick-up beginning Monday, March 11 in HR, AC 708.**
- **FLSA Update:**
 - On March 7, 2019, the U.S. Department of Labor (DOL) [announced](#) a new proposed update to the salary threshold for the “white collar” exemptions to the Fair Labor Standards Act (FLSA)'s overtime pay requirements.
 - DOL proposes raising the standard salary threshold from its current level of \$455 per week or \$23,660 annually to \$679 per week or \$35,308 annually.
 - The figure represents a significant update to the current FLSA regulations where the threshold is at \$455 per week or \$23,660 annually but is significantly lower than the \$47,476 annually (\$913 per week) rate proposed in 2016 (which was put on hold)
 - No changes were included to the current FLSA duties tests for exemption classification. The Department is seeking public comment on periodic review to update the salary threshold.
 - Here at NKU, we have about 160 staff that were placed on bi-weekly payroll in 2016 in anticipation of the then proposed rule taking effect. Once the final salary threshold rule is announced, we will take necessary action to consider moving back those staff (who meet the exemption, both salary wise and duties wise) to monthly payroll. Stay tuned.
- **Wellness:**
 - Monday Mile Group Walk at noon March 11 in the Campus Rec Center – indoor track is an easy way to fit physical activity into the workday – any day of the week. Walk will move outside when the weather improves.
 - Due to popularity and in response to employee feedback, Radical Candor/Honest Feedback Series presented again by Carly Rospert: March 13 and 14, 12-1pm in UC 135. Includes simple, but effective framework and method for giving and receiving positive and critical feedback for annual evaluations and giving year-round positive/critical feedback.

- Weekly Meditation will move to UC 335 for the rest of the semester (because of noise interference in the SU) - with the exception of March 19 – meet in UC 135.
- Part II and III of the Mindfulness Series on March 21 and 28, 12-1pm, SU 302 with Dr. Jennifer Sharp, Associate Professor of Counseling at NKU– the first session was packed and received high praise!
- Financial Wellness Series Part II: March 20, 12-1pm, SU 302: Beginning to Save for Retirement
- NKU Licensed Massage Therapist Anne Schuster will be giving free mini chair massages in the lobby of Lucas for Employee Appreciation week from 12-1pm on March 3/27

IT:

- Administrative Center Network Outage
 - Network upgrades will occur in Lucas Administrative Center [starting at 5:30pm on Monday](#), Tuesday and Wednesday ([3/11 – 3/13](#)) of Spring Break week.
 - All network services (wireless, wired, phones) will be unavailable during the following times:
 - 5th floor - [Monday, March 11th 5:30 pm – 10:30 pm](#)
 - 6th & 7th floors - [Tuesday, March 12th 5:30 pm – 11:30 pm](#)
 - 8th floor - [Wednesday, March 13th 5:30 pm – 10:30 pm](#)
- Campus Outage
 - IT will be performing an upgrade during our maintenance window, [on Friday, March 15th, from 8 p.m. until Saturday, March 16th at 8 a.m.](#) During this time access to most NKU services, such as email, Canvas, myNKU, etc. will be disrupted for all of the campus community. Most outages will be rolling outages, not constant.

Marketing & Communications:

- **Digital Campaigns:**
 - In June 2018, MarComm launched a new digital integrative marketing strategy centered on awareness, visit and apply (three key admissions cycles) and focused on six distinct university-wide segments across 19 targeted KY/OH/IN counties
 - High-level results of the first 2 segments:
 - Visits (ran Sept. 1 – Oct. 31) = Impressions: **4,026,950** | Click Thru Rate: **0.45%** | Conversions: **100 clicks** on *Visit* button
 - Apply (ran Nov. 1 – Jan. 31) = Impressions: **5,691,954** | Click Thru Rate: **0.43%** | Conversions: **8,804 clicks** on *Apply* button
 - The Awareness campaign, which is the third segment, runs from Feb. 1 through April 30. Stay tuned for results!
- **High School Banners Campaigns:**
 - Kicked off an in-school *You Belong Here* “billboard” or banners campaign in Dec. 2018 in 14 targeted KY and OH high schools. The project’s timing is:
 - Dec. 1 – Jan. 31, 2019 (Apply call-to-action)
 - Feb. 1 – July 31, 2019 (Awareness with Apply call-to-action)

- High-level results: To date, 1.8M impressions have been generated over 57 days within 14 schools
- **EDGE Campaign:**
 - Developed messaging strategy for EDGE, including a “\$10K a Year Tuition/Put NKU on Your Short List” **billboard campaign** within 7 targeted areas within OH and IN
 - The billboard campaign was combined with a **digital campaign** utilizing targeted e-blasts from Admissions, search and social media, and an **International face-to-face and digital push** in Nepal, Vietnam and India
 - High-level results:
 - While the billboards delivered 1.8M impressions in Dec. 2018 and 1.9M in Jan. 2019 (people driving by billboards), there were 0 clicks on the designated EDGE Web pages
 - Overall digital efforts delivered a CTR of 0.42% and 759 clicks on the EDGE Web page
 - Significant interest generated within the international markets, particularly Nepal
- **On-air Advertising:**
 - Developed an integrated strategy to market Adult Learner Programs & Services, including digital advertising, search and an on-air Local 12 segment called “College Showcase”
 - The Local 12 feature aired 3x in Jan./Feb. with the first show resulting in 17.2K on-air impressions and 5 inquiries from the first showing along
 - These 5 inquiries turned into booked appointments for more information about NKU ALPS. Fingers crossed for conversions!
 - In Feb., MarComm also began running a university commercial set to music on Fox Sports Ohio (paired with Athletics’ ticket sales commercials)
- **Key Contributions to:**
 - Alumni Awards
 - FUEL NKU Announcement
 - Press on Umi, the Museum’s child mummy
 - Inauguration Week & all Investiture activities (including Website development)
 - Promotion of GEAR UP across campus for QEP Team
 - NKU’s campaign development
 - NCAA tourney promo efforts
 - Accelerated online learning program marketing efforts
- **Initiatives on MarComm’s Horizon:**
 - Developing plan for expansion of High School Banners Program for FY19/20
 - Pushing to get NKU banners in targeted KY middle school and high school gyms beginning August 2019
 - Firming up FY19/20 digital campaign strategy & tactics based on FY18/19 benchmark data
 - Exploring potential advertising opportunities with:
 - CVG Airport
 - Local radio
 - Local print publications
 - Planning for: Strategic Framework launch; Promotion of Celebration Week; Rx Drug Abuse & Heroin Summit

Benefits Committee

- NKU Benefits will present to Staff Congress on 4/11 @ 1
- Employee Appreciation Week – will pass out flyer
- Humana Sponsorship of the Employee Awards Breakfast/Dinner

Credentials & Elections Committee

Date: February 27, 2019

Present: Tina Altenhofen, Emily Rudd, & Lou Stuntz

Absent: Brenda Maldonado & Beth McCubbin

Guest: Grace Hiles

Highlights to be shared:

- Welcome our new committee member Emily Rudd.
- We presented an overview of what are the C&E committee's responsibilities.
- We provided Emily with an synopsis of the C&E SC Representatives nominations and elections processes
- Tina, Emily, and Lou worked on our Committee Goals for FY2019-20 and our Progress Report for FY2018-19.
- Handed out nominations flyers to committee members to post across campus.
- Grace will put in a request for all the digital signs in SU and across campus post the nomination information.
- Tina will submit a request to post the nominations information in This Week on 3/5/2019.
- Grace will send out an email the week of March 5 to **ALL** Staff Congress members to thank them for their service and to notify them that their SC term was ending on 6/30/2019. To remind them that if they want to be on SC that they will need to nominate themselves again.

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: 03/20/2019 2:00 pm, AC105

Staff Congress Outreach Committee Minutes

Meeting: February 20, 2019

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

Absent: None

Topics addressed:

- Committee reviewed the Committee Goal and Progress Report form

- A few changes/corrections were made
- Goals were agreed upon by all
- Committee discussed question of who writes the posting for the Round Table event for This Week, this led to a discussion of possibly assisting other committees in communicating news/information to the campus community when asked by other committees of Staff Congress.
 - Committee agreed to continue to explore this
- Next meeting date: March 20, 2019

Policies Committee

Meeting Minutes

Date: *2/27/2019, 2:00 PM, AC 615*
 Present: *Meg Cowherd, Steve Slone, Ryan Straus, Quentin Daniels, Erika Jay*
 Absent: *AJ Miller, Mike Irvin*
 Guests: *Rachel Green*

Highlights to be shared:

- Rachel brought six different policies that are going to enter the public comment period soon for us to review. Most of the revisions are for clarification or combining several policies into one more encompassing policy.
- A new policy is being created to clarify the process when payroll overpayment occurs. The process has been in place for some time but it has never been a policy before now.
- We continue discussions on these policies and will bring questions and concerns to Human Resources as these policies move through the process.
- Rachel has our monthly meeting on her calendar and will communicate with us on a monthly basis as more policies are undergoing review.

Other Discussion:

- We welcomed Erika Jay to our committee and finalized our discussion of goals to be submitted in March.

Next Meeting: 3/27/2018, 2:00 PM, AC 615

Benevolent

Benevolent's Spring Souper Lunch and Bake Off

- March 26, 11:00-1:00, Campus Rec/MAC Gym
- Sign Up: <https://www.signupgenius.com/go/409094caaa729a5fb6-souper>

Food Service Advisory

3.6.19 Food Advisory Notes

- **Dining Future Events**

- Spring Break hours posted
- March 6th - DIY – wings at Callahan
- Fish Fridays! Starting March 22nd enjoy beer battered fish at Travel Wagon.
- OSI march 19th-21st – electronic sign up sheet soon
- March 27th-28th - 1 mil acts of good service. Electronic sign up sheet soon
- April 3rd – SU 106 2pm-3pm next food advisory meeting
- Diversity and Inclusion week is April 8th-12th.
- Stop Food Waste Day – April 24th. Wednesday

- **Dining Past Events**

- The Big Game Snacks
- Superfood of the month was Legumes
- Night at the Oscars Party
- Reserved 5 Star Valentine's Dinner at Norse Commons – Surf & Turf
- Mardi Gras Night

IT Advisory Council (ITAC) Meeting Minutes

Date: 02/22/2019, 10:30-12:00 in UC 135

Present: A.J. Miller, representing Staff Congress

Absent: N/A

Highlights to be shared:

1. The Kaltura Update is going well. They have migrated all of the Tegrity files, except those that were created in the Spring 2019 Semester. A final migration will occur at the end of the Spring Semester. Contact Jeff Chesnut in CITE with more questions.
2. The university has signed an agreement with a company called Internet2. This company provides solutions and resources relating to research and educational workflow. They have an agreement with canvas that save the university several thousand dollars. More details to come.

Next Meeting: *March 29th*

Regent's Distinguished Service Award

Regents Distinguish Service Award (RDSA) – Updates:

On March 6, 2019 the RDSA Committee met and selected the 2019 RDSA winners!

- March 25, 2019 is the Staff Appreciation Kick-Off Reception from 1:00-2:30 p.m. in SU107. At this reception, we will officially announce the 2019 Regents Distinguish Service Award nominees.
- March 28, 2019 is the Staff Appreciation Breakfast from 8:30-10:30 a.m. in SU107. At this breakfast, we will announce the WINNERS of the 2019 Regents Distinguish Service Awards.
- The Staff Appreciation Website is open and there will be a link on this site to the Regents Distinguish Service Award Website.

Regents Distinguished Award:

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.

- 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.

This email was sent out by Grace Hiles on 1/29/2019:

2019 Regents Distinguished Service Award

The **Regents Distinguished Service Award** recognizes individual staff employees who have made notable contributions to the growth, image, or efficient operations of the University.

Who is eligible to be nominated? All regular and contract staff employees with five or more years of continuous service as of 12/31/18, and satisfactory job performance can be nominated. [\[listing of eligible staff\]](#)

Who can nominate? Any faculty, staff or student can nominate eligible staff for this award. An employee cannot nominate him/herself or be nominated by a family member.

Deadline to nominate is no later than 4:30 p.m. on Monday, February 18, 2019.

For nomination form, a listing of eligible staff and additional information may be found on the [Human Resources website.](#)

For questions or other details, please contact Ophelia Marks marks@nku.edu .

Wellness

Refer to: Administrative Liaison—Chief Human Resources Officer Lori Southwood
March 2018 Staff Congress Meeting Report-Outs

Concluding Questions and Comments

Survey:

Question – Is it open to everyone?

Answer – Yes, all staff.

Question – Who will see the results?

Answer – Individual Admin – Provost – President and Sue Murphy – Angel, Staff Congress President.

Answer - Staff will not see the results.

Show your spirit

Question – Brenda Maldonado – Can she decorate her cleaning closet?

Answer – Lori Southwood – Yes you may.

Comment from Felicia Share stated that if they pull information from the minutes it will be outdated.

Question from Felicia Share – How can her committee, Outreach get information from the different committees, so they may place current information in This Week?

Answers – Lori Southwood suggestion send committee reports to staff congress listserv.

Answers – AJ Miller suggested we send three highlighted items to be placed in the Northern.

Question – Chris Bowling is there going to be music at the Souper Lunch & Bake Off?

Answer – Amberly Nutini said that Emily Tucker has taken care of the music.

Follow-up Question – Chris Bowling wanted to know, if he needs to set-up tech?

Follow-up Answer – Amberly Nutini is going to talk to Emily Tucker to confirm that the tech set-up is covered.