

**Members Present:** Robert Alston, Mary Barry, Chris Bowling, Chris Charnegie, Ashley Coates, Vicki Cooper, Rebecca Cox, Dave Groesch, Mike Irvin, Erika Jay, Deanna Karam, Beth McCubbin, Sue Murphy Angel, Amberly Nutini, Krista Rayford, Emily Rudd, Felicia Share, Steve Slone, Terri Smith, Anita Southwick, Lou Stuntz, Diana Wallace, Carolyn Willhoit, Chris Witt

**Members Absent:** Tina Altenhofen, Cindy Ash, Tiffany Budd, Sara Conwell, Megan Cowherd, Quentin Daniels, Brenda Maldonado, AJ Miller, Kimberly Sanders, Ryan Straus, Kimberly Wiley

**Meeting Guests:** Dave Bauer, Janel Bloch, Melissa Gorbandt, Grace Hiles, Jennifer Moeves, Lori Southwood

- I. Call to Order at 1:03 PM
- II. Approval of April 11 minutes - motion to approve minutes as submitted made by Steve Sloan and seconded by Amberly Nutini; motion passed by voice vote with no opposition or abstention
- III. Guests:
  - A. Melissa Gorbandt, Director, Undergraduate Admissions
    1. **Common Application for Admission Update**
- IV. Liaison Reports
  - A. Board of Regents – Staff Regent David Bauer
  - B. Administrative Liaison – Chief Human Resources Office Lori Southwood
  - C. Faculty Senate – Budget Committee Chair Dr. Janel Bloch
  - D. Student Government Association – President Hannah Edelen / VP Matthew Frey

President's Report – Sue Murphy Angel

  - E. Rebecca's Last Day
- V. Standing Committees:
  - A. Benefits – **report**
  - B. Constitution & Bylaws – no report
  - C. Credentials & Elections – **report**
  - D. Outreach – no report
  - E. Policies – **report**
  - F. Scholarship – **report**
- VI. University Committees:
  - A. Benevolent Association – no report
  - B. Food Service Advisory – **report**
  - C. IT Advisory Committee –
  - D. Regent's Distinguished Service Award – no report
  - E. Sustainability Strategy Work Group – **report**
  - F. Transportation – no report
  - G. Wellness – **report**
- VII. Ad-Hoc Committee
  - A. Roundtable Discussion – no report
- VIII. Old Business
  - A. Follow-up Items
  - B. SC Member Survey

1. Meeting scheduled for next week to capture feedback for next incoming SC group

IX. New Business

- A. Employee Engagement and Wellbeing Committee
  1. Working with HR
- B. Outreach Committee Structure
  1. Consider a new structure where Outreach Committee members would each be assigned to open university committees
  2. With outreach as a standing committee, the current members struggle with overall purpose
  3. Who would be going to SGA and FS?
    - a) One assignment under Outreach
  4. Are there more committees than outreach members?
    - a) There are members on these committees willing to stay
  5. Would they then come together?
    - a) Special Projects – Ex.: Newsletter
  6. How long do members stay on committees?
    - a) Can change each year
  7. Would it make more sense to eliminate the committee?
    - a) The purpose would evolve into a collective “pool”
  8. SC members: Please consider this discussion and send your thoughts to Sue
  9. Could SC receive a written summary of this?
    - a) Yes

C. **KERS Announcement Email**

X. Announcements

- A. 2019 Picnic in the Park for Faculty, Staff, and Family
  1. August 9, 2019
- B. Bob Alston
  1. [Division of Student Affairs Award Ceremony](#)

- XI. Adjournment - motion to adjourn made by Amberly Nutini and seconded by Chris Bowling; motion passed by voice vote with no opposition or abstention; meeting adjourned at 2:40PM

## Melissa Gorbandt, Director, Undergraduate Admissions Common Application for Admission Update

- The Common Application
  - Students can complete one application that goes to multiple schools
  - 800 current members
  - Goal: Close the gap of college applications and focus on value, attainability, and affordability
- NKU is now a new partner for Spring 2020 and on
- Common App will provide NKU with brand awareness, promotional opportunities, etc.
- 6 institutions in KY currently use Common App
- There are still application fees, but Common App helps with waivers
  - Ex.: when high school counselors know of in-need students
  - Can program app to automatically waive fees
- It will feed directly into SAP → Then into Slate (current communication tool)
- Melissa thanks IT!

## Staff Congress Questions and Comments

- Is there one fee?
  - \$40 application fee for student
  - NKU pays a fee to Common Application
- Is it easier for the students? Or is it similar?
  - Similar to what we have now
- Is there a targeted goal for increased application numbers?
  - Ex: ECU – 1200, 400 app increase
  - May be soft applications, because the student can apply to multiple places, so yield may not increase that much
- Comparisons to other institutions
  - Can you see where students applied?
    - NKU can see what schools students are interested in, but no access to actual applications
  - Ex: Looking at UK and NKU deadlines
    - UK at December 1 & NKU at August 1
  - Does UK require letters?
    - UK requires an essay
      - Consider student behavior; NKU doesn't want to slow the overall process
- This is a partnership
- Will monitor the analytics

## Board of Regents – Staff Regent Dave Bauer

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

Dear Colleagues:

Below is the summary of the presentations and activity that took place at the regularly scheduled Board of Regents meeting on May 8, 2019.

The Board heard three presentations in the morning as a part of its joint policy and finance committee meeting.

1. Director of Athletics Ken Bothof provided a report on the Department of Athletics' organizational structure, along with the department's mission and core values. He also discussed the importance of Athletics Development being closely aligned with University Advancement during the newly launched capital campaign. Senior Associate Athletic Director Dan McIver gave a report on increased revenue within multiple areas of the department due to the recent success of specific sport programs, gave an overview of the department's 2017-18 final budget, and provided comparative budget information for Horizon League member institutions. Associate Athletic Director for Compliance and Student Services/Senior Woman Administrator Debbie Kirch discussed the importance of compliance with NCAA bylaws, highlighted an increase in academic success, and two new requirements coming from the NCAA related to sexual assault prevention on campus and student-athlete mental health support. Finally, BriAuna Keys, a track and field athlete representing the Student-Athletic Advisory Committee, presented on the role of student-athletes on campus and how her experience helped shape her view of campus life.
2. Provost and Executive Vice President for Academic Affairs Sue Ott Rowlands joined St. Elizabeth Healthcare Executive Director for the Institute for Health Innovation and Vice President for Innovation Valerie Hardcastle, along with Interim Dean of the College of Business, Johnna Reeder Kleymeyer, and Vice Provost for Graduate Education, Research and Outreach, Samantha Langley-Turnbaugh, to describe entrepreneurship and innovation efforts at NKU. Innovation has been an integral part of NKU's value proposition, and our reputation for entrepreneurship is growing in the region. Planning our next steps will be important as we consider how to move forward in our entrepreneurship and innovation efforts.
3. Finally, Professors Tamara O'Callaghan and Zachary Hart spoke about another successful Celebration of Student Research and Creativity, which featured 422 student presenters and 129 faculty mentors in April. Student Jackson Coates presented his findings on common core state standards and their acceptance by local teachers. He was followed by students Annie Boytim and Ryan Chitwood, who shared the experience of their collaboration with the Cincinnati Museum Center and the Radiologic Science faculty as they performed X-ray and CT scans on Umi the mummy. The results of the study are now displayed at the Museum Center.

In the afternoon, the Board approved all of the recommended items including Academic Affairs and non-academic personnel actions, major gifts acceptance, the 2020-2026 capital plan 2020-2026 and the reorganization of the College of Education and Human Services and College of Health Professions.

Ashish

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

**Business Operations and Auxiliary Services:**

- The Kenton Garage will close the Monday after graduation until August 1, 2019. This is a complete restoration and renovation project.
- The next national brand food concept to be placed in the Student Union Food Court is SBARRO's Italian Eatery. This will be a two-part project with phase 1 during the summer of 2019 and phase 2 during the summer of 2020. The restaurant will be open for the beginning of the fall 2019 academic semester.
- We hope to sign a new 10-year food and beverage contract with Chartwells during the summer. Mike Hales and Andy Meeks will begin meeting with their representatives later this week.

#### **Chief Financial Officer:**

- Divisions FY20 budget - training on budget software/budget load will begin this month.
- We will begin negotiations soon with Chartwells on new dining contract which will be effective July 1, 2020.
- Sbarro restaurant opening in SU in Fall 2019
- 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 to reopen for fall 2019.
- New resident hall is expected to be constructed by summer 2021. Currently looking at Boothe Village near Norse Commons but that has not yet been finalized.
- Continue negotiations with Fairmount for phase 2 of the US27 development.

#### **Facilities Management:**

- Nothing to Report

#### **Human Resources:**

- Two upcoming vacancies in HR – Lisa Horney – HR Coordinator and Martha Biederman – Director of Training & Development.
- As approved by the Board of Regents, there will be a 2% recurring salary increase pool, beginning this July, to staff who meet the following eligibility criteria:
  - Employed with NKU on or before January 7, 2019 (first working day of this year) in a regular position status.
  - Continue to be employed in a regular status as of July 1, 2019.
  - Have a current performance evaluation on file in Human Resources, with an overall performance rating of meets expectations or higher.
- While this is an “across-the-board” 2% increase, it is still merit/performance based, with those employees whose performance “Does Not Meet” expectations receiving a 0% increase. The increase process will be administered using the ECM tool of SAP and we expect the process to be concluded and increases uploaded to SAP by the third week of June.
- The President's Cabinet will receive their increase as a one-time lump sum amount (not added to their salary).

**IT:**

- Nothing to Report

**Wellness:**

- Ongoing services for summer:
  - Personal Wellness Coaching with Lyndsay Barto in FH 359B
  - Massage Therapy with LMT Anne Schuster in Nunn 415
  - Ergonomic Work Station Assessments and Chair Consultations with Kim Baker
  - Alexander Technique Private Lessons with Corrie Danieleley in Nunn 415
  - NKU Cares Primary Care Provider Program: Get a yearly check-up and receive a \$25 All Card Gift Certificate.
  - All details and contact information for scheduling can be found at [wellness.nku.edu](http://wellness.nku.edu)

**Division of Student Affairs:**

- For the 4<sup>th</sup> consecutive year, NKU has been recognized as one of the Safest Colleges in America.
- Pleased to announce that Amy Clark accepted the position of Director of Student Counseling Services. Amy comes to NKU with 12+ years of experience in mental health with expertise in clinical team-leading management and supervision, therapy with diverse populations, group facilitation, and building and sustaining collaborative relationships with partner agencies. Amy earned a Master of Arts in Counseling and a Bachelor of Science degree in Psychology at Cincinnati Christian University and has dual licensure in Kentucky and Ohio as a Professional Clinical Counselor. Amy will assume the NKU Director of Student Counseling Services position on Monday, June 3, 2019.
- The USDE offered a competitive supplemental STEM grant that the Upward Bound staff wrote for and received in the amount of \$38,000. Upward Bound has been able to strengthen its Science and Technology curriculum in collaboration with Academic Affairs and the staff looks forward to a 3-day summer field trip for its sophomore participants focusing on the atom bomb and contagious diseases.
- Health Services has been collaborating with Amanda Johnson, Office of Parents Attending College (PAC), to get “period packs” (pads and tampons through her Sweet Cheeks grant) to provide to students in need.
- Two student parents were unable to afford cap and gown commencement rental so PAC, UCAP, and Alumni Services teamed up together to furnish a cap and gown to these students.
- Bonnie Meyer, Director of LGBTQ Programs and Services, was awarded the Kentucky Commission on Human Rights Unbridled Spirit Award.
- African-American Student Initiatives hosted the first Civil Rights Student Away experience during Spring Break 2019.
- After nearly three years of perseverance, pleased to report that Delta Sigma Theta Sorority, Inc. has agreed to come to our campus to conduct an informational interest session. As a member of the National Pan-Hellenic Council, the shared governance

group representing the Devine IX historically black fraternities and sororities, Delta Sigma Theta Sorority, Inc. is among the most well-known and popular service oriented sororities on a national level. Delta Sigma Theta is a Greek-lettered sorority of college-educated women dedicated to public service with an emphasis on programs that target the African-American community. Delta Sigma Theta was founded on January 13, 1913, by 22 collegiate women at Howard University in Washington, D.C. The response from our undergraduate women about this informational interest session, as well as the possibility of bringing Delta Sigma Theta Sorority, Inc. back to NKU has been **outstanding**.

#### Staff Congress Questions and Comments

- Merit increase
  - By January 7, 2019
- Straight 2%?
  - Departments get a pool, which is to be distributed by merit
- Reclassified jobs?
  - If it's already reclassified, then it's likely 2% on that new rate
  - Again, the departments receive the pool
- Recurring?
  - 2% applies to the base
- What about those who miss it this year?
  - Then it is missed this year.
  - Employees would receive an increase if another increase goes into effect next year
- Not 2% each year; this increase applies to base

#### Faculty Senate – Budget Committee Chair Dr. Janel Bloch

- Approved new process for administrator evaluations
  - Current process: Faculty Senate President discusses results individually with administrators, unless an open record request is filed
  - Moving forward: The results will be evaluated by the executive committee
    - Will redact offensive items
- Last meeting is tomorrow (May 10, 2019)
  - Scholarship lunch
  - 2 agenda items
    - Focus Groups: Teaching Effectiveness Committee and AP
    - Resolution about student mental health services – prioritizing funding
- Meeting Agendas and Minutes: <https://inside.nku.edu/facultysenate/records.html>

#### Staff Congress Questions and Comments

Has anyone talked to Counseling Services re: the student mental health services questions?

- Janel will ask FS
-

## **Benefits**

### **Highlights –**

1. Utilization #'s from Humana due in May – this information will help drive what we will see for open enrollment.
2. RFP's out for pharmacy benefit, life insurance and disability insurance.
3. NKU Day at Costco - The dates are May 17, 18 and 19 to be held at the Florence Costco Warehouse from 10 am until 6 pm. They will have refreshments and a raffle for anyone who brings their NKU identification. Only Costco members are able to purchase goods, but anyone from your group can walk around the warehouse and partake of the samples. Additionally, they will be offering \$10 for Gold Star and \$20 for Executive Cash Cards for anyone signing up for new memberships.

## **Credentials & Elections Committee**

### **We had 311 staff vote**

#### **Breakdown of winners:**

- 18 – Reelected to SC
- 2 – Returning to SC
- 6 – New Representatives serving on SC for the first time

#### **Breakdown of 2019-2020 Staff Congress Representatives**

- 9 – Staff Congress Representative returning for second year of their term
- 19 – New Staff Congress Representatives elected for two-year term
- 7 – New Staff Congress Representatives filled vacancies for one year term

Send out email?

Will soon

## **Policies Committee**

### **Meeting Minutes**

Date: 4/24/2019, 2:00 PM, AC 615  
Present: Meg Cowherd, Steve Slone, Ryan Straus, Erika Jay, Mike Irvin  
Absent: AJ Miller, Quentin Daniels  
Guests: Rachel Green

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

- Rachel Green brought three policies to our attention.
- We are currently reviewing these policies and she will have more for us at our next meeting.
- We did preliminary brainstorming on developing a rubric for how we review and look at policies.

#### **Other Discussion:**

- With the end of the staff congress calendar quickly approaching, we discussed how the rest of the year will play out.

**Next Meeting: 5/29/2019, 2:00 PM, AC 615**

## **Scholarship**

### James Votruba Scholarship

Skylar Deaton

dependent of Jennifer Steele Deaton, Counseling, Social Work and Leadership / Benny Deaton, Operations and Maintenance

### Michael Baker Scholarship

Raven McNeal

dependent of Kim McNeal, Student Financial Assistance

### A.D. Albright Scholarship

Evan Higgins

Dependent of Robin Higgins, Facilities Management

### A.D. Albright Scholarship

Liam Sweeney

dependent of Beth Sweeney, Biological Sciences

### Ken Ramey/Staff Congress Book Award

Robert Blasingame

dependent of Angela Blasingame, Student Financial Assistance

### AD Albright Book Award

Caley Potter

Spouse of Daniel Ginn, Informatics Advising Center

## **Food Service Advisory**

### **5.1.19 Food Advisory Notes**

- **Dining Past Events**

- Fish Fridays! Ended April 19th at the Travel Wagon.
- Diversity and Inclusion week is April 8<sup>th</sup>-12<sup>th</sup> with NKU dining associates and NKU students.
  - Monday – We Build – Watch Compass Group Faces of Success Video, why D&I is important to each person and as a team.
  - Tuesday – We Build People – Provide us with your favorite family recipes. Learn something new about each person.
  - Wednesday – We Build Culture – Pick up a Be the Change Challenge Cards.
  - Thursday – We Build Community – Pick up a card to write motivational messages on and share with everyone!
  - Friday – We Build Inclusion – Pick up a thank you card and hand out to anyone that you want to show appreciation too: dining associates, friends, family, co-workers, teachers

- Stop Food Waste Day – April 24<sup>th</sup>.
- Superfood of the month was Leafy Greens.
- National Unicorn Day
- **Dining Future Events**
  - May 2<sup>nd</sup> – feast for finals at Norse – Harry Potter themed.
  - Win an inflatable kayak if you pre-purchase Fall 2019 voluntary meal plan.
  - Orientation
- **In Attendance**
  - Andy Meeks, BOAS Director
  - Pat Hannan, Chartwells RDM
  - Celeste Manning, Chartwells (NKU Dining) Marketing Director
  - Kimberly Wiley, Staff Congress

### Sustainability Strategy Work Group

Tiffany Budd accepted new role as sustainability coordinator

- Creating a permanent “green” committee
- Tiffany will chair this committee

### Wellness

- Please see Lori’s report

### KERS Announcement Email

Additional conversation based on the following May 8, 2019 email from President Vaidya:

Dear Colleagues:

Governor Bevin has asked for a special session of the Kentucky General Assembly to address pension reform for impacted universities and quasi-governmental agencies.

Last month, the governor vetoed House Bill 358, a bill that reflected many of the priorities NKU and other institutions suggested through a consensus recommendation. This special session would be called to adopt the governor’s proposal, which has many elements of HB358. Those elements include a one-year rate freeze on pension contributions to avoid the drastic increase we would face in July and options for us to review over the next year.

These options include:

- Staying in the system and being subjected to future contribution rate increases.
- Exiting the system by paying off our unfunded liability by lump sum payment.
- Exiting the system and paying off our liability through installment payments.

The most significant change in the governor’s bill from HB358 is the elimination of the Tier 1 and 2 employee option to either stay in KERS or move to NKU’s defined contribution plan (TIAA) due to federal compliance and legal concerns. Instead, this bill mandates that

each institution will have to determine whether to keep all of its KERS Tier 1 and Tier 2 employees in the system or move them all to the defined contribution plan.

If the bill passes, we will have until May 1, 2020, to determine the option best for NKU and our employees. Over that time, we will work with you all to ensure understanding of the bill and options moving forward.

We will continue to share details with you as we learn more information throughout the process. Thank you for all you do for our university, our students and our region.

Sincerely,  
Ashish

### Staff Congress Questions and Comments

#### Summary:

- Governor's plan: NKU would decide as a whole whether to exit or stay in KERS
- Then, NKU pays off the liability (this formula differs based on whether employees stay in or exit)
- The special session has not been called
- Adam Caswell: No updates/ There will be an update later this afternoon/ Governor is trying to get support for his proposal
- If NKU stays in it will cost more, possible numbers like \$400M
- Not finalized, decided, etc.

#### SC Conversation:

- Question: After running my numbers, I see that I would lose roughly 1/3 of my monthly retirement income. Is it possible to relay this consideration to all staff? Talk about actually running the numbers?
- Lori Southwood: This is all new information and is not finalized. Staff info sessions ultimately depend on the final details.
- Question: As an employee, this is frustrating. I won't be able to retire with these numbers.
- Lori: Understood. We are waiting to see where we stand in the final continuum, how much time employees have in the system, etc.
- Question: Are the changes only for current employees? What about people who already retired.
- Answer: Lori: The people who left aren't in consideration. This scenario may impact people who are close with retirement.
- Q: What if I'm 4 months shy of 20 years? Will you look at health insurance in this decision?
- A: Lori: Have until May 2020 to decide. Decide sooner so we can make informed decisions
- Comment: This threshold of 20 is something we are paying close attention to. We have to know the specifics.

- Q: Governor's bill? No changes
- A: Lori: I don't know. There was supposed to be a session to decide. There could be an entirely different direction.
- Suggestion: Contact the legislators and push back. Let's ask Adam Caswell and see what his advice is.
- Suggestion: Run your numbers. There is a calculator on the KERS website. Put in 15%, if you can find a calculator with options; will give you starting point at retirement
- Q: When you log into KERS, it shows what you have paid in; is it only what we pay in, or the whole thing?
- A: Lori: What you have in is not coming out. You will keep that pension because you are fully vested. You will get a monthly benefit when you retire.
- Note: If you opt out, you start at 0 with defined contribution. But KERS freezes, and sits there, for when you retire
- Q: Does vesting start over?
- A: Not for employee contribution. Not sure on employer contribution. Will check.
- Q: Faculty are vested right away?
- A: No – delay
- Q: What is the date in mind if they don't come up with a fix?
- A: July 1, 2019
- Q: Should SC have a resolution?
- A: Lori: It's really not possible because each person is unique. Ultimately, we want a choice. One size does not fit all.
- Comment: We didn't get a choice when we started. I would have taken a defined contribution at the beginning.
- Suggestion: Reach out to Lori, Bruce, etc.
- Suggestion: [Kentucky Center for Economic Policy](#) has information on website
- Q: How do you know your start date?
- A: KERS site



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

# Past Events in April

National Unicorn Day

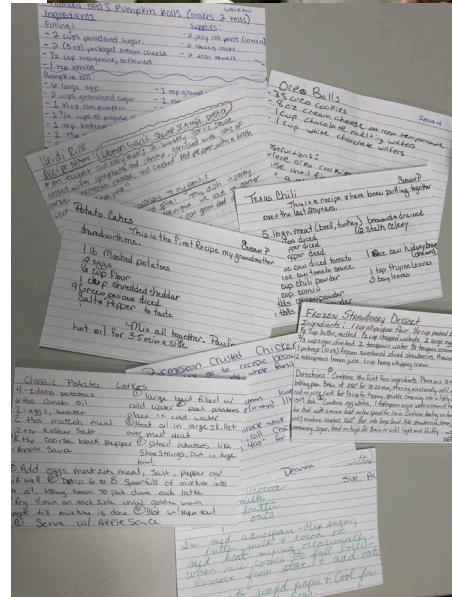
Superfood of the month was Leafy Greens

Crunch Lab

Fish Fridays



# #WEBUILDinclusion



# #StopFoodWasteDay

