

Members Present: Tina Altenhofen, Cindy Ash, Mary Barry, Chris Bowling, Tiffany Budd, Chris Charnegie, Ashley Coates, Sara Conwell, Vicki Cooper, Megan Cowherd, Mike Irvin, Erika Jay, Deanna Karam, Brenda Maldonado, AJ Miller, Amberly Nutini, Krista Rayford, Emily Rudd, Felicia Share, Steve Slone, Anita Southwick, Ryan Straus, Terri Smith, Diana Wallace, Kimberly Wiley, Carolyn Wilhoit, Chris Witt

Members Absent: Robert Alston, Rebecca Cox, Quentin Daniels, Dave Groeschen, , Beth McCubbin, Sue Murphy Angel, Kimberly Sanders, Lou Stuntz,

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

- I. Call to Order
- II. Approval of May 9 minutes tabled
- III. Guests: No June Guests
- 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
- V. President’s Report – Sue Murphy Angel
- 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 – no report
 - C. IT Advisory Committee – **report**
 - D. Regent’s Distinguished Service Award – no report
 - E. Sustainability – **report**
 - F. Transportation – **report**
 - G. Wellness – **report**
- VIII. Ad-Hoc Committee
 - A. Roundtable Discussion – no report
- IX. Old Business
 - A. Employee Engagement and Wellbeing Committee
 - B. Outreach Committee Structure
- X. New Business
- XI. Announcements
- XII. Adjournment - motion to adjourn and seconded. Motion passed by voice vote with no opposition or abstention (1st: Kimberly Wiley, 2nd: Steve Slone); meeting adjourned at 11:29AM.

Board of Regents—Regent Dave Bauer

The Faculty/Staff Picnic is scheduled for August 9th @Highland Heights City Building. There is still a need for volunteers to assist with the Cornhole tournament and with the slide. If interested, please reach out to David or Grace.

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

Business Operations and Auxiliary Services:

- The Kenton Garage is closed, as the restoration project has begun. Anticipated reopening of the garage is August 15.
- The Sbarro project is under design and scheduled to go out to bid in the next couple of weeks. This is a two-phase project; we are scheduled to be open for the Fall 2019 academic semester.

Chief Financial Officer:

- Continuing negotiations with Chartwells on new dining contract to take effect July 1, 2020.
- Continuing work on financial services RFP – hope to send out in July.
- 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 expected to be constructed by Summer 2021. Changed location to Parking Lot F (student parking lot across Kenton Drive from Boothe Village).
- Continue negotiations with Fairmount for phase 2 of the US27 development.

Human Resources:

- Staff who have completed four years of employment may convert unused vacation leave to sick leave. Staff may convert a total of five days during the calendar year 2019. Staff may transfer days during December or June of each year. [Completed Transfer Vacation Leave to Sick Leave forms](#) are due to the Payroll office by **Tuesday, June 18**. Forms can be found on the HR website.
- Merit Increase Process Update:
 - All eligible employees who are meeting performance expectations receive an across-the-board 2% increase. The President's Cabinet will receive a one-time lump sum payment in lieu of a recurring base increase.
 - Human Resources has completed the necessary processes for this 2% increase to take effect in July. The departments/managers will be able to print salary notification letters beginning this week to give to each individual employee receiving the increase. In the case of some divisions, the Division Business Officer may print these letters and send to department managers to distribute to employees.

IT:

- Microsoft is combining Skype for Business and Microsoft Teams. Monday, June 10, NKU will transition to Teams as our primary IM and chat tool; at that time Skype for Business will be decommissioned. On June 10, opening Skype for Business will trigger a window with a link to Microsoft Teams; teams will automatically be downloaded on your computer. Your previous contact list will be transferred to Teams automatically. See the IT website for additional information.

- A new accessibility tool called Ally has been purchased to help NKU find and correct accessibility errors on the website as well as within Canvas. Watch for a training announcement in the fall semester if you are involved in website maintenance for your unit and use Canvas.

Student Affairs:

- **Norse Violence Prevention (NVP) Center**
 - Healthy Masculinity train the trainer with Men Can Stop Rape is tentatively scheduled for 9/16. If any staff who I haven't already connected with are interested in participating, they can reach out to me. I'm especially interested in getting a few staff from Athletics to participate.
 - NVP Ribbon Cutting for our new space will be September 9th. I'm also planning a few informal open houses during the first two weeks of class for students to drop in and see the space. I would love for staff to stop by as well either this summer or in early fall so they're familiar with the new location in case they need to refer students.
 - NVP is working with the Office of Title IX on updating our Guide for Faculty and Staff for the Prevention of, and Response to, Sexual and Dating Violence. This should be ready to distribute by the end of summer.
- **Counseling Center**
 - Amy Clark started with NKU as our new Director of Student Counseling Services on June 3, 2019.
- **Upward Bound**
 - The Upward Bound Summer component started on Sunday, June 2 and runs through Friday, July 12. We have 21 high school students looking to make a difference in the world.
- **Student Union**
 - The Student Union and University Center hosted over 5600 events during this past academic year
- **University Housing**
 - Housing continues to trend up in applications, paid applications, and assignable students over last year, thanks primarily to the hard work of the front desk staff in Norse Commons.
 - We have had our first two conferences in University Suites and are entering the busy conference season starting next week.
 - The Commonwealth renovation is on-time and on-budget and will be completed by approximately August 1. If there is interest, we can conduct staff tours of the newly renovated space in early August.
- **Office of Student Engagement**
 - Students logged over 25,000 community service hours which equate to over \$500,000 of community economic impact.
 - Staff of student engagement assisted and connected over 8,000 unique students that are involved in our over 240 active student organizations.

Faculty Senate Report - Janel Bloch

Janel will email her report.

President's Report – Sue Murphy-Angel (Reported by Sara Conwell)

Item 1: Additional compensation for the Staff Congress Executive Team

On October 15, 2018 a request was made by the Staff Congress President to President Vaidya on behalf of the Executive Team for additional compensation for efforts and responsibility related to Executive Team duties. On May 9, 2019 it was reported to the Executive Team, *that the additional time and effort that is required as a result of this responsibility, President Vaidya has approved additional compensation for the Staff Congress Executive Team. This will be paid out as a one-time payment in June. Payment will consist of the following distribution for the identified individuals:*

- \$1,500 for the Staff Congress President
- \$750 for the Staff Congress President-Elect
- \$500 for the Staff Congress Secretary
- \$500 for the Staff Congress Parliamentarian

The Executive Team would like to officially thank Lori for her efforts on our behalf.

Item 2: NKU Administrator Pilot Survey

This year full time staff members were offered the opportunity to evaluate the NKU President and his Cabinet. The inaugural survey was launched Friday, March 15, 2019 and concluded Friday April 12, 2019. In the evaluation, staff members were asked about the following:

- Presence: *frequency of contact with Administrator or unit over the past year*
 - a. Weekly (25 times or more)
 - b. Frequently (13 – 24 times)
 - c. Monthly (4 – 12 times)
 - d. Rarely (0 – 3 times)
- Leadership, Management, Communication, Personal Relations, and Fairness
 - a. Unable to evaluate
 - b. Very positive
 - c. Positive
 - d. Neutral
 - e. Negative
 - f. Very negative

Staff was also given the opportunity to provide comments.

A report of the evaluation survey was distributed to each administrator on Friday, May 10, 2019. For our pilot survey we had 401 finalized responses by 83 staff participants.

Benefits Committee (Reported by Krista Rayford)

- NKU Benefits placed an RFP for our pharmacy provider. It has been narrowed down to 3 different companies, which have all showed that savings will be generated in hopes to avoid increased costs next year. An announcement should be made in the next couple of weeks.
- NKU Benefits plans to put an RFP out for our Life Insurance and Disability providers soon.

IT Advisory Council (ITAC) Meeting Minutes (Reported by Chris Bowling)

The main stream rollout of Microsoft Teams for our internal campus collaborative software, and phasing out of Skype for Business. Team has file sharing, task assignments, and IM style live chat or video chatting capabilities. Teams has successfully been in test internally

within IT for some time now and will be rolled out at the end of the semester to all of campus.

Transition from Skype for Business to Microsoft Teams

NKU has begun using Microsoft Teams, a new collaboration tool that offers chat (IM), meetings, audio/video calling, file management and a project workspace. Starting **Monday, June 10**, we will begin using Microsoft Teams as our primary IM tool, and Skype for Business will be decommissioned. Teams will automatically be downloaded on your computer. Opening Skype for Business will trigger a window with a link to Microsoft Teams. Your previous contact list will be transferred to Teams automatically. Information about Microsoft Teams, including instructions for the chat functionality, will be available on the [IT Website](#).

Encryption for desktops and laptops

We have been using Microsoft products to encrypt hard drives on campus for some time, but this was limited in the number of machines included. The hope is to expand the process as campus computers are transitioned to windows 10. See attachment for more details.

Sustainability (Reported by Tiffany Budd)

Highlights:

- Tiffany Budd recently hired as Sustainability Operations Coordinator
- Facilities will be working on moving all recycling to single stream (i.e., bottles, cans, plastic, and paper all in one bin)
- Tiffany worked with our current electronic waste collector Greenwave to start recycling batteries and ink toner free of charge. Watch ThisWeek and other venues for more information on how to recycle these items.
- Tiffany will be working with CMTA Energy Solutions to advertise energy efficiency projects that have been completed on campus
- NKU has three Community Gardens. Check out the garden on campus near the log cabin/old Honors house. The other gardens are located near Asbury church and Callahan Hall.

Other Discussion:

- Tiffany and Chris Bowling are looking in to (re)creating a sustainability action team comprised of members across campus. More to come on this as we head into the academic year.

Wellness (Reported by Anita Southwick)

- Lunch and Learn: Plan Your Work and Work Your Plan, June 19, 12-1pm, HE 515
Between the demands of work, family, taking care of yourself and life in general, the struggle to juggle it all is real. Learn relevant time management strategies and receive a free Passion Planner to help you stay on track! Free taco bar provided for lunch. RSVP at nku.edu/ihl
- Summer is a good time to see the Personal Wellness Coach, see your PCP and take advantage of the NKU Cares PCP program, get a massage from Anne and schedule a work station assessment - details on the wellness website