

**Members present:** Robert Alston, Cindy Ash, Mary Barry, Brandon Billiter, Chris Bowling, Tiffany Budd, Christopher Charnegie, Ashley Coates, Sara Conwell, Vicki Cooper, Ali Greer, Dave Groeschen, Sherri Jones, Constance Kiskaden, Brenda Maldonado, Beth McCubbin, AJ Miller, Sue Murphy-Angel, Amberly Nutini, Krista Rayford, Emily Rudd, Kimberly Sanders, Steve Slone, Terri Smith, Lori Thaxton, Tori Vogelesang, Diane Wallace, Kimberley Wiley, Christopher Witt, Gina Yoon

**Members absent:** Tina Altenhofen, Mike Irvin, Anita Southwick, Ryan Straus, Nick Thompson

**Guests:** Janel Bloch, Grace Hiles, Lori Southwood, Pat McGrath, Jenny Wagner, Jane Bratton, Chad Ogle, Shomari Kee, Rebecca Lanter, Ashish Vaidya, Syed Zaidi, Bonita Brown

I. Call to Order at 1:02 PM

- II. Guests: Dr. Ashish Vaidya, President Northern Kentucky University
1. Success By Design Updates - **report**  
Syed Zaidi, Assistant Vice President, Facilities Management  
Rebecca Lanter, Director, Operations and Maintenance  
Shomari Kee, Director, Campus Recreation
  2. Campus Recreation Center – Cleaning Level Needs - **report**

- III. Approval of July 11, 2019 minutes
- |           |                |
|-----------|----------------|
| Motion:   | Krista Rayford |
| Second:   | Robert Alston  |
| Approved: | Voice Vote     |

IV. Liaison Reports

- A. Board of Regents – Staff Regent David Bauer
- B. Human Resources Senior Director / Administration & Finance VP Lori Southwood - **report**
- C. Faculty Senate – Dr. Janel Bloch - **report**
- D. Student Government Association – Shelby Sanford

V. President's Report – Sue Murphy Angel – See Announcements

VI. Standing Committee:

- A. Benefits - **report**
- B. Constitution & Bylaws
- C. Credentials & Elections
- D. Outreach- **report**
- E. Policies
- F. Scholarship

VII. University Committees: Assignment of SC Representatives

- A. Benevolent Association
- B. Food Service Advisory
- C. IT Advisory Committee
- D. Regent's Distinguished Service Award

- E. Sustainability - **report**
- F. Transportation
- G. Wellness

VIII. Ad-Hoc Committee

- A. Roundtable Discussion - **report**

IX. Old Business :

X. New Business

- 1. Staff Congress Survey – Robert Alston

**Completion date Friday August 16, 2019**

This survey is an examination of your service on staff congress, successful accomplishments and helpful suggestions.

- 2. Ask Me Campaign – AJ Miller

**Training August 12, 2019 11:00 AM to 11:30 AM or 11:30 AM to 12:00 PM**

Volunteers will wear a button or a t-shirt to indicate they can answer questions students may have. If met with an unanswerable question, volunteers will know where to direct inquiries. For more information or to sign up as a volunteer contact student engagement.

XI. Announcements

- 1. Norse Educator's Summit – August 12, 2019 8:00-12:00 PM UC Ballroom
- 2. Fall Convocation – August 12, 2019 1:00 PM Student Union Ballroom
- 3. Open Forum – August 13, 2019 8:30 - 10:00 AM UC Budig Theatre
- 4. New Student Convocation – August 15, 2019 Lining the Bridge to BB&T Arena

- XII. Adjournment
- |           |                |
|-----------|----------------|
| Motion:   | Dave Groeschen |
| Second:   | Chris Bowling  |
| Approved: | Voice Vote     |

Adjourned 2:50 PM

**President Vaidya's Success by Design Presentation:**



**\*\*Double Click the Above Slide to View the Presentation\*\***

**Question:** Will there be a limit to the number of individuals on the implementation teams?  
Unsure at this time, but it is under consideration based on the needs of the teams.

**Question:** Are you approaching students for the implementation teams?  
Yes, we are working with SGA and other student groups as well.

**Question:** How many initiatives?  
Around 60. There are three or four different initiatives under each pillar of Success by Design.

We stress in the process that these implementation teams are comprised of students, faculty, staff, and representatives from external groups as well (Alumni, Community Leaders).

Thank you for the opportunity to provide in person feedback as well as written feedback after different events.

**Success by Design Open Forum**

August 13, 2019 8:30 AM to 10:00 AM UC Budig Theatre

### Campus Recreation Cleaning Needs – Syed Zaidi

The presentation today centered on ongoing challenges concerning the cleaning needs of the campus recreation center. Currently NKU spends around a quarter of a million dollars of the budget on the cleaning of this building. There are a myriad of factors but the crux of the issue is that cleaning standards in the building are slipping. The university is going to consider looking at an option of adding onto the contract that SMG has for cleaning of the arena. That cleaning company would take on the cleaning of the campus recreation center. The individuals that currently work in the campus recreation center will move to meet other cleaning needs on campus in other buildings. At our current staffing levels, it is becoming impossible to meet the cleaning needs in the facility. The campus recreation center presents unique cleaning challenges. This is especially concerning since it is also a marketing tool for the university. Northern Kentucky University will retain the equipment used in the facility while the cleaning company will provide the people to do the cleaning. This strategy will allow us to revert to in-house staff for cleaning without much difficulty, if the issue does not get resolved. This option will not result in any current NKU employee losing their job; all existing staff that are currently cleaning CRC will be absorbed in other buildings. It is worth noting that it has become extremely challenging to fill custodial vacancies and this may actually provide to other custodians around campus.

**Question:** Are we happy with the cleaning provided currently in BB and T Arena? Beyond standard general complaints, the university is not aware of any major issues with the service provided in the arena.

**Question:** Would there be any increase costs with this move to members of the recreation center? Membership rates do not affect the operational budget of the building.

**Question:** Could we consider using students as a cleaning option in the center? Even if we could fill the positions with students, we lack the means and the funds to place someone in the supervisory role. The biggest concern is having someone to supervise and approve of the cleaning work.

**Question:** What is the timeline for such a move? Once the negotiation process is complete, as soon as possible.

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## Human Resources Senior Director/Admin and Finance VP-Lori Southwood

### August 2019 Staff Congress Meeting Report-Outs

#### Business Operations and Auxiliary Services:

- As of the last CM report, the Kenton Garage restoration is now open.
- The SBARRO's food and beverage project continues to move forward with anticipated construction. Completion will be over the holiday break in 2019 – 2020.
- Reminder, parking pass renewal time is upon us. We recommend that all staff take advantage of the mail option as opposed to going to the Parking Services office.

#### Chief Financial Officer:

- RFP for Scooter/Bike program has been issued – expect recommendation in October
- Continue negotiations with Fairmount for phase 2 of the US27 development – Fairmount to present status update to BOR in September meeting
- St Elizabeth medical office building construction still tracking on time for April 2020 opening
- Continuing negotiations with Chartwells on new dining contract to take effect July 1, 2020

#### Facilities Management:

- Nothing to Report

#### Human Resources:

- **Pension Update:**
  - Pension Talk scheduled – Friday, August 23<sup>rd</sup> 10-11am in SU Ballroom
- **Wellness Update:**
  - New Employee Engagement and Wellbeing professional development is available in the fall. Registration will open (tentatively) August 12, no later than August 19. Visit the Wellness website to register.
  - Addition of Tori Vogelgesang and Sandra Spataro on Employee Engagement and Wellbeing Committee.
  - Airrosti will be providing more clinics and lunch and learns this fall – details to come. For any departments wanting to arrange an Airrosti Clinic or lunch and learn for their department, contact Kim Baker at [bakerk7@nku.edu](mailto:bakerk7@nku.edu).

#### IT:

- IT will have staff stationed in all academic buildings for the first week of classes to assist students, faculty, and staff with any classroom, wireless or other technology issues. The IT table will be on the plaza level or similar location that is visible to everyone entering and leaving the buildings.

**Question:** What is the Pension Timeline, as we know it?

The University has until April to make a decision. The decisions are everyone stays in, tier 1 and tier 2 stay in, or exit KERS entirely.

**Question:** Are we working with a third party?

Not yet but all options are on the table.

**Question:** Do we know the number of employees in all the tiers?

We will look into getting those numbers.

**Question:** Will transparency continue throughout the process?

Yes. The same level of transparency that we have had thus far will continue.

**Question:** Can we get the Pension Talk streamed?

Requesting to record the talk will allow those that cannot attend the ability to access the information presented.

**Question:** Can KERS representatives come back for more talks?

We will bring this up with the representative that is at the pension talk.

Please advise everyone to get your login number from KERS and run your numbers as this process continues. Submit questions to [pension@nku.edu](mailto:pension@nku.edu).

### Upcoming Well Being Trainings

#### Fall 2019 EEW Descriptions

##### Curating Your Work Experience 3-Part Series

##### Presented by Carly Rospert, Director of Strategic Initiatives at Mayerson Academy

Everyone has parts of their job that they just do not like doing, but when most of our role starts to feel unengaging- we are likely to be less productive, less motivated, and more stressed at work (citation). Join this series to learn about Job Crafting, a method of adjusting and reframing your job to incorporate your motives, strengths, and passions- all to gain a greater sense of control at work, find more meaning, and increase engagement.

##### Part I: Aligning Towards Meaning, October 2, 12-1pm, SU 104

The phenomenon of workers feeling overworked AND underutilized is spreading across workplaces. When you are already stretched thin, work that feels like it is not taking advantage of your unique skills and strengths feels extra draining. We will explore personal strengths, the interconnection of roles to these strengths, and finding meaning out of your everyday tasks.

1. Participants take survey before session
2. Share info on engagement, meaning and strengths. Prediction?
3. Top 5- what that means for your work role
4. Line of sight
5. Tips for connecting to meaning



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**Part II: Re-engage Through Strengths, October 9, 12-1pm, SU 104**

Mapping your tasks and responsibilities can not only give you increased clarity on your role but also help you see what work is energizing and what work is draining for you. We will explore ways to take control of your work experience and apply your strengths to the stuff you do not like to do, to make them a little bit more engaging and enjoyable.

6. Agency- amount of control you have in your own work experience
7. Map out role responsibilities and tasks
8. Identify tasks that are engaging and tasks that are not engaging- which use strengths?
9. Apply a strength to an unengaging task
10. Tips for applying strengths to unengaging tasks

**Part III: Crafting Your Role, October 16, 12-1pm, SU 104**

“Job crafting” is certainly easier for roles with high degrees of autonomy, but even the most rigid or constrained jobs have room for adjustment or reframing. This is especially true when you think about job responsibilities across the strengths and skills of a team. We will explore how you can work towards even deeper “job crafting” through the lens of teams.

11. Team Dance- step in and out of strengths
12. Revisit role map- what tasks align with your strengths, what do not? (Care to do, not Can do)
13. Doing less/more: What could you adjust with other team members? What should you say no to? What should you say yes to? What could we reframe?
14. Tips for adjusting your time

**Sandra Spataro:**

**Leaning Into Change: Managing the Effects of Organizational Change on Ourselves and Our Teams, Sept. 25, 12-1pm, UC 135**

**Presented by Sandra Spataro, NKU Associate Professor of Management**

When aspects of our jobs and organization are changing, it can be disruptive, unsettling, and somewhat unnerving. However, change also brings possibility. In this session, we will cover the natural psychological u-curve shaped response to change most of us can expect to endure with every change we confront. We will cover tips and strategies for navigating that path successfully by advancing ourselves and others through the more difficult parts of the process and managing our own and others emotions

**Leading Change 2-Part Series, Presented By Sandra Spataro, NKU Associate Professor of Management**

Most organizational change efforts fail. This is not because of bad ideas, but rather because of lack of active leadership through the change process. How we implement change is as important, or even more so, than deciding what the change will be. This two-part series takes participants through the process of leading change effectively.

**Part I: Leading Change - Galvanizing Support and Involvement, October 23, 12-1pm, UC 135**

Part I will focus on building a vision and galvanizing support for change. Change leaders have to balance pushing toward the new vision while engaging with others. This session will look at how change leaders can inspire to take on responsibility for moving others along as well, including strategies for communication, involvement, activation, and commitment.

**Part II: Leading Change - Overcoming Resistance, November 6, 12-1pm, UC 135**

Part II will turn our attention to managing, and even learning from, resistance to change. Just as there are always early adopters of change, there are reliably those who will resist. Why is it important to listen to resisters? How can we give voice to resisters in a way that advances the change process rather than derails it? Understanding where resistance comes from and how best to attend to it is critical to successful change leadership.

**Lyndsay Barto:**

**Connection & Compassion: Why Relationships Impact our Wellbeing, September 18, 12-1pm, SU 104**

**Presented by Lyndsay Barto, R.D. of Realize Wellbeing and NKU Personal Wellness Coach**

The single most influential predictor of human happiness is the quality of a person's relationships, even above money. Research shows that we thrive on human connection. It is that simple - we need to connect with others. It affects us physically, emotionally, spiritually and intellectually. Building better and more meaningful relationships is central to your wellbeing. In addition, personal connections with coworkers have a large influence on our ability to thrive and engage in our work. Learn strategies for enhancing connection with others will allow personal and professional life transformations.

**A Fresh Perspective to a Healthier Lifestyle: I know what to do; I am just not doing it! Spring 2020**

**Presented by Lyndsay Barto, R.D. of Realize Wellbeing and NKU Personal Wellness Coach**

Most of us know from personal experience, there is a difference between knowing and doing. I hear from many coaching clients "I know what to do; I'm just not doing it." We may have the desire to change certain behaviors (like eating healthy) and have the knowledge to do so, but struggle with motivation or maintaining the changes over time. Intrinsic motivation is doing something because it is interesting and enjoyable. It is what keeps us working towards our goals. Increased intrinsic motivation helps us persevere when unexpected barriers pop up - as they always do. This discussion will bring a fresh perspective to your health journey and open up a conversation around what influences our thinking as it relates to our health. We will focus on the science of behavior change and give you the skills needed to pursue lasting change in your life.

**Question:** Can we address the issue of illegal parking in the reserved spaces in Administration row?

We will bring it up to parking perhaps some more signage.

**Faculty Senate-Dr. Janel Bloch**

The first Faculty Senate meeting is August 26, 2019.



## **Benefits Committee**

### **Meeting Minutes**

Date: *7/25/2019, 2pm, GH 570*  
Present: *Krista Rayford (chair), Vicki Cooper,  
Diana Wallace, Chris Bowling*  
Absent: *Brandon Billiter, Terri Smith*  
Guests: *Natalie Gabbard (NKU Benefits)*

#### **Highlights to share:**

- NKU has signed on with the new pharmacy provider, Express Scripts (Know Your RX). This will provide the university a cost savings and participants will be happy to know that when calling in, pharmacists will answer all prescription-related questions.
- The Hartford, who currently handles our short-term and long-term disability benefits, will now also handle our life insurance benefits. More details to come during the Benefits Fair.
- Our committee will help man a table during the Benefits Fair, scheduled for 10/10, where we will talk about all of the little B's (also known as the benefits we often forget about (i.e. discounts and freebies from the community.))
- KERs – simply put – we know what President Vaidya has said. NKU will be adding FAQs as they come in and will schedule open forums for our employees. If you hear anything come up, please share this with the committee or directly to NKU Benefits.

#### **Other Discussion:**

- The committee will begin working on goals at our next meeting.  
Thank you.

**Next Meeting: 8/29/19, 2pm, GH 570**

## **Outreach Committee Meeting Minutes**

Date: 7/24/19, 9:30-10:30, UC 245  
Present: Ali Greer, Ashley Coates, Lori Thaxton, & Kimberly Wiley  
Absent: Kim Sanders  
Guests: None

### **Highlights to share:**

- Set up future meetings
- Discussed other meetings we will attend and who will attend: Faculty Senate and SGA

### **Other Discussion:**

- Plan to discuss Outreach Committee policy changes considered by previous Outreach Committee

**Next Meeting:** 8/28/19, 9:30-10:30, UC 245

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**Sustainability Committee**  
**Meeting Minutes – July 2019**

**Highlights to be share:**

- Sustainability Committee meetings – Fall 2019 (Open to all)
  - September 9: 1-2 pm, SU 109
  - October 18: 10-11 am, SU 109
  - November 12: 3-4 pm, SU 108
- Future meetings will be listed here: <https://inside.nku.edu/sustainability/get-involved.html>
- **Supply Swap will be located in surplus.**

**Other Discussion:**

- October is Sustainability Month. Events postings will be in September on the sustainability website.
- Zeel Maheshwari and students are retrofitting solar on to lights near the lake as part of a grant project. You will see those installed this semester.
- Solar panels from the building where St E are gone. Currently, the panels are running on the old Honors House.
- ECOS is still collecting plastic caps for their Caps-to-Bench project. Caps will become a bench near the community garden. Drop off the caps Kim Yates (there will be a designated box outside of the office) in MEP 269.
- **Tip of the month:** Say no to the straw! The use of half a billion plastic happens DAILY around the world. Straws are non-recyclable and can be deadly to animals who mistake them as food. Say no to plastic straws and to-go lids when you really do not need them.

### Roundtable Discussion – Sara Conwell

Discussions are ongoing for the time, location, and makeup of this year's roundtable event. Executive Council met with Lori to discuss the event and continue conversations with the President. Thirteen staff congress members have expressed interest in working on the committee. Watch for further updates. There will be an event this year.