

**Members present:** Tina Altenhofen, Cindy Ash, Mary Barry, Brandon Billiter, Chris Bowling, Christopher Charnegie, Ashley Coates, Sara Conwell, Vicki Cooper, Ali Greer, Dave Groeschel, Mike Irvin, Sherri Jones, Constance Kiskaden, Brenda Maldonado, Sue Murphy-Angel, Amberly Nutini, Krista Rayford, Emily Rudd, Steve Slone, Terri Smith, Anita Southwick, Ryan Straus, Lori Thaxton, Tori Vogelesang, Diane Wallace, Kimberly Wiley, Christopher Witt, Gina Yoon

**Members absent:** Robert Alston, Tiffany Budd, Beth McCubbin, AJ Miller, Kimberly Sanders, Nick Thompson

**Guests:** David Bauer, Janel Bloch, Grace Hiles, Lori Southwood, Bruce Smith

I. Call to Order at 1:01 PM

II. Guests: Bruce Smith, Director of Benefits, Human Resources

1. Benefits and Open Enrollment Update - [report](#)

III. Approval of August 8, 2019 Minutes

Motion: Gina Yoon

Second: Kimberly Wiley

Approved: Voice Vote

IV. Liaison Reports

A. Board of Regents – Staff Regent David Bauer - [report](#)

B. Administrative Liaison – Chief Human Resources Office Lori Southwood - [report](#)

C. Faculty Senate – Budget Committee Chair Dr. Janel Bloch - [report](#)

D. Student Government Association – Shelby Sanford

V. President's Report – Sue Murphy Angel - [report](#)

VI. Standing Committees:

A. Benefits –

B. Constitution & Bylaws –

C. Credentials & Elections –

D. Outreach –

E. Policies – [report](#)

F. Scholarship –

VII. University Committees:

A. Benevolent Association – [report](#)

B. Food Service Advisory – [report](#)

C. IT Advisory Committee (ITAC) – [report](#)

D. Regent's Distinguished Service Award –

E. Sustainability – [report](#) October is Sustainability Month

F. Transportation –

G. Employee Engagement and Wellbeing – [report](#)

VIII. Ad-Hoc Committee

A. Roundtable – **report**

Because Sara had to leave the report for the roundtable, the committee will table this discussion until the next meeting. Conversations are ongoing.

IX. Old Business

X. New Business

**Question:** Is there any movement on the issue of getting employees who are on shift differential to get that differential on all time not just time worked? Can there be more consideration given to a cost of living raise?  
Conversations are ongoing. It is vitally important to bring questions like these up to grant proper consideration.

Official thank you to everyone who helped in any way with the picnic. The event was a success and the faculty turnout was impressive this year. Special kudos to Grace Hiles and Staff Regent Dave Bauer for all of their hard work in planning the event.

XI. Announcements

1. Fall Leadership Meeting, September 13, 2019 SU Ballroom
2. Benefits Fair, October 10, 2019 SU Ballroom
3. Results of the Staff Congress Survey will be ready for the October Staff Congress Meeting.
4. CPE has announced that they will be conducting a review of all our baccalaureate programs.

XII. Adjournment at 3:00 PM

Motion:	Chris Witt
Second:	Krista Rayford
Approved:	Voice Vote

## Benefits and Enrollment Update



2019 Staff Congress  
Presentation Benefit

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

**Question:** Will the Adjudicating Process for certain drugs be done for you?

Yes, in most cases the program itself will work through the process before communicating the cost to the employee.

**Question:** Just for clarification purposes, the savings on certain high dollar medications are for those on the high deductible plan after meeting the deductible.

Correct the savings kick in only after you have hit the deductible.

**Question:** The Dental and Vision plans are the same, is safe to assume that the cost medical plans will not go down?

It is safe to assume that if there is an increase it will not be a big one because of the new cost saving measures.

## Board of Regents – Staff Regent David Bauer

### Campbell County Update – Judge/Executive Steve Pendery

Judge Executive Steve Pendery presented and update on Campbell County and some perspective on Kentucky's Pension and its impact on NKU and where we are going. Judge Pendery talked about ways that the county can collaborate with NKU for the success of our students and the region.

### US 27 Project – Highland Heights Mayor Greg Meyers, NKU's Mike Hales

Randy Ruttenberg, Fairmount Principal, and Adam Branscomb, Fairmount VP New Development, presented an update on the US 27 development. Phase 1 of the project for the St. Elizabeth and Ortho Cincy 65,000 square foot medical office building is on schedule to open April 2020.

Mr. Ruttenberg and Mr. Branscomb then discussed the status of Phase 2 for the mixed-use development. Planning, financial modeling and due diligence are ongoing. It is expected that this phase will consist of an approximately 112 room extended stay hotel with meeting space, 30-40K square feet of retail and restaurants, approximately 100 market rate apartments, and professional office space.

The discussion of the State Tax Increment Financing (TIF) has received preliminary approval and county infrastructure grants totaling \$1.2 million took place.

Ground breaking of this phase is expected in Spring 2020 with opening expected in Fall 2021.

## Presentations

Dean Kevin Kirby presented an update on the College of Informatics. He explained how the college is employing a multi-faceted approach to address enrollment declines through recruitment and retention. They are looking critically at degrees and curriculum to see how to remove barriers to access and help students persist and complete. Professors Yi Hu and Emily Taylor joined Aluor Nyamora as they highlighted the new Bachelor of Science in Cybersecurity and the exciting possibilities it presents for our students here at NKU and in their careers. Cybersecurity and the new Informatics+ initiative, explained by Informatics+ Acting Executive Director Kendall Fisher, are a specific focus of community engagement, connecting PK-12 students to NKU and connecting our students to employers.

### **Other**

A special note of recognition and appreciation to AJ Miller and the Student Engagement staff for all of the wonderful Fresh Fusion events.

A new dorm is coming to Lot E also in the Spring. We will be losing around 351 student parking spots in Lot E. A gentle reminder that there is plenty of parking for students in other lots.

**Question:** Is it possible to receive more notice when a lot will be in use for an event? Could we possibly spread the wealth as far as which lot will be in use when special events happen on campus? For tailgating, a very busy Lot D could this activity be moved to Lot O.

Parking is always difficult at the beginning of the semester and it is already beginning to thin out. The parking office has ticket people moving through all of the lots. We will bring this concern up to see what can be done for more notice and sharing the wealth.

### **Administrative Liaison – Chief Human Resources Office Lori Southwood September 2019 Staff Congress Meeting Report-Outs**

#### **VP A&F / Chief Financial Officer:**

- Standard & Poor issued a recent rating report on NKU and affirmed our A/Stable rating
- There is a Process Improvement Committee and began meeting in late August. The committee is in charge of identifying process improvement opportunities campus wide and working with departments to implement best practice processes.
- Financial Services RFP went out in early August. Proposals shall be back in early September with an award expected late September/early October.
- 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

#### Business Operations and Auxiliary Services:

- The renovations/restoration of the Kenton Garage is complete.
- We are currently on schedule for the 1st phase construction of the SBARRO's Restaurant, Student Union Food Court.

#### Facilities Management:

- **Master Plan:** We are in the process of selecting the professional firm that will lead the Master Planning process. The project will involve extensive data gathering and include numerous meetings, open forums and workshops aimed at collecting information, brainstorming ideas and discussing future needs. We are relying on the staff to help with making this project a success. Please contact Mary Paula Schuh in Facilities Management with any questions you may have.
- **Staff News:** Elizabeth Birkenhauer has joined the Facilities Management team as the Assistant Director of Planning Design and Construction (started the last week of August).
- **Safety Reminder:** With the start of a new school year, it is best to remind everyone to review the guidelines and plans to follow in case of an emergency. At the very minimum, you should be aware of the route to take in case of fire in the buildings you work in; know the designated place of gathering in case of evacuation and know who to call in case of an emergency (911).

#### IT:

The NKU website has a new symbol: A. This symbol allows viewers to receive the content in alternative formats. This is especially helpful for people needing accessibility accommodations.

#### Human Resources:

- **Benefits:**
  - Currently working on implementing a new Rx drug provider with programs that help save money for those on specialty drugs.

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- Implementing a new life carrier that will provide rates that are more competitive for Optional Life.
  - Working on communication for upcoming Annual Enrollment; Benefits Fair is Oct. 10; Annual Enrollment is 10/30-11/14.
  - Continuing to gather information for KERS decision process; working to develop a calculator for retirement projections.
  - Developing answers to written questions from KERS presentation.
  - Will schedule and communicate dates and times for individual Tiers meetings when we have information to share.
  - **FLSA Overtime Rule Update:** On August 12, 2019, the Department of Labor (DOL) submitted the final rule updating the salary threshold for the "white collar" exemptions to the Fair Labor Standards Act (FLSA)'s overtime pay requirements to the Office of Information and Regulatory Affairs (OIRA). OIRA, part of the president's Office of Management and Budget (OMB), is required to review all draft and final standards as well as all regulatory actions before implementation. This is the final step before the publishing of the overtime rule. While OIRA has 90 days to conduct its review, in most cases review takes 30 to 60 days. If this timetable holds true, it is likely that DOL will publish a final rule in October or November. While the rule is in review, the public has not provided any specific details on changes to the proposed rule.
    - You may recall from the recent updates and communications to Staff Congress, DOL's recent proposal formally rescinds the 2016 rule (\$47,476), proposes increasing the current level of \$455 per week (\$23,660 annually) to \$679 per week (\$35,308 annually), and proposes requiring an update to the salary threshold every four years, through notice-and-comment rulemaking.
  - **Payroll:**
    - Online W2: Online W2 open enrollment ends December 31. Enrolling for online W2s allows currently employed faculty, staff, and students the opportunity to receive their 2019 Internal Revenue Service Form W-2 online through myNKU Employee Self Service. Please visit the Payroll website for detailed instructions. <https://inside.nku.edu/hr/payroll/online-w2.html>.
      - As a reminder, enrolling now will not allow you access to your previous W2s. In addition, once you have enrolled to receive your W2

online you will not need to enroll again – it will remain in effect for future years.

**KERS:**

Calculators are coming. Questions and answers from the Pension Panel are now on the pension website. <https://inside.nku.edu/hr/benefits/pension-central.html>

Tier 1 and Tier 2 breakout sessions much like a recent breakout session that happened with Information Technology are also coming.

Everyone is encouraged to run your own numbers. See how the different choices would affect you personally.

**Staff Congress Executive Council is having ongoing discussions about the creation of an ad-hoc committee to address Staff KERS concerns.**

**Lori Southwood, Staff Regent Dave Bauer and Staff Congress Executive Council are encouraging staff to run their numbers. The more testimonials we can gather of people directly affected by this choice the better when it comes to making the case to decision makers.**

**Question:** Is there a plan to campaign for employee's wishes in this conversation? (Much like the successful campaign for increased funding)  
Lori is going to check with Adam Caswell to see if there is such a plan.

**Question:** Since NKU lobbied for employee choice can we still be involved in the decision making process?  
More pension talks are coming. Everyone is encouraged to run your own individual numbers.

**Question:** How can we make sure there is balance between the university's interest and employee interest?  
We have to make sure our people are considered and the university's interest is the employee interest.

**Question:** Is it possible to get the locations of AED's and other first responder medical devices that are on our campus put into the Pulse Point app that was created by our students?  
Lori is going to work on getting this accomplished.

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

CPE will review all undergraduate programs in the state. They will be looking at redundancies and to see how well the programs are working and recommend additional needs.

Faculty Senate recently approved a resolution in support of forming a Mental Health Advisory Group here on campus.

The Research Misconduct policy is updating to be in line with federal regulations.

The Board of Regents recently approved changes to the Faculty Handbook concerning the Consensual Relationships policy that align with suggestions given a year ago. A full university policy may be coming soon.

### President's Report – Sue Murphy Angel

Sue handed out the Committee Goals and Progress Reports for all Committee Chairs. These reports enable the Executive Council to have concrete examples of what staff congress committees are doing each year.

## 1. Committee Goals and Progress Reports

### Article VII, Section 2 Function

It shall be the function of standing committees to provide the Staff Congress with working bodies that entail specific areas of responsibility to enable a planned and coordinated direction for the business of the Staff Congress.

### Section 3 Appointment

The Executive Council shall establish an appropriate month for each of the standing committees to present to the Staff Congress a report reflection the progress made in the past year, and its recommendation for developing plans and goals for the year ahead.

## 2. KERS Concerns

- a. All concerns are shared with the President and his Cabinet
- b. The Executive Team has regular meetings scheduled with the President and HR to voice your concerns
- c. Staff does have a position in the decision process, our Staff Regent



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Date: 8/28/2019, 2:00 PM, UC 245  
Present: Sherri Jones, Gina Yoon, Constance Kiskaden, Mike Irvin  
Absent: Ryan Straus  
Guests: None

**Sharable Highlights:**

- Staff member brought forward to the committee the Bereavement Leave Policy. Staff member wanted clarity on the following:
  - **Immediate Family:** Define Qualified Dependent
  - **Other family members or NKU employees/retirees:** Should "Family" say "Other". Also is ½ (up to 3 ¾ or 4 hours based on weekly schedule) a reasonable amount of time for a grieving employee to work effectively.
  - **Supervisor Discretion:** How is this monitored and or defined across the campus community?
- Links for this policy is included below.

<https://inside.nku.edu/content/dam/policy/docs/Policies/BereavementLeave.pdf>

**Next Meeting: 9/25/2019, 2:00 PM, UC 245**

**Outreach Committee  
Meeting Minutes**

Date: 8/28/19, 9:30-10:30, UC 245  
Present: Ali Greer, Lori Thaxton, & Kimberly Wiley  
Absent: Kim Sanders, Ashley Coates  
Guests: None

**Sharable Highlights:**

- All information is below, nothing to share verbally in SC meeting. Other committees verbalized issues.

**Other Discussion:**

- Lori Thaxton attended the SGA meetings in August and they open their meetings with a short team building/ice breaker exercise. Gale Hilleke lead a switching the vocabulary and mindset training.
- SGA has a representative joining the electric scooter RFP committee per request from Adam Caswell.
- Both SGA and FS discussed picking representative for forming a new mental health committee at NKU partially because of an SGA resolution last year to establish a mental health week.
- Kimberly Wiley attended the Faculty Senate meeting and provided this synopsis:

Faculty Senate – 8/26/19

I. Call to Order, Adoption of Agenda

II. Welcome and introductions

III. Approval of Minutes – May 10, 2019 meeting

IV. Guests

- President Ashish Vaidya: *Update on Success by Design (30 minutes) – he the Success by Design presentation he gave to Staff Congress. In addition, the CPE president will be on campus this week. There will be a search for the new Chief Diversity Equity and Inclusion Officer (CDO) and Title IX Coordinator.*
- Provost Sue Ott Rowlands: *CPE is launching a statewide review of all of the baccalaureate programs to get a better sense of how they are operating. Gray Associates is the group who will be gathering the data throughout September – December and there will be workshops held in January.*
- Faculty Regent Michael Baranowski – *Board of Regents meeting will be 9/11/19.*
- Staff Congress representative – *I shared that we had a meeting on 8/8 and were looking forward to a great year.*
- SGA representative – *Shelby, SGA VP.*

V. Officer Reports – *to save time the officers did not submit a report.*

- President Matthew Zacate
- Vice President Jacqueline Emerine
- Secretary Laura Sullivan
- Parliamentarian Kalyani Ankem
- Faculty Advocate Phil McCartney
- Graduate Council Chair Brian Hackett

VI. Committee Reports

- University Curriculum Committee - Richard Fox: *Annual report is on the website, enrollment is down and the committee processed over 550 curriculum changes last year.*
- Budget Committee - Janel Bloch : *1<sup>st</sup> meeting 9/4, biennial budget year so will be submitting a budget, and a survey will be sent out to ask for input*
- Benefits Committee - Charlisa Daniels :
- Professional Concerns Committee - John Farrar: *First meeting 9/5, will discuss RPT and annual performance evaluations, emeritus status for lecturers and the IP policy.*

- TEEC - Chris Lawrence: *No report...meeting in two weeks.*
- General Education Committee - Kimberly Weir: *First meeting 8/27 and November will be the General Assessment Summit.*

VII. Unfinished Business and General Orders

- VOTING item: Resolution on mental health services for NKU students proposed by Chris Curran (see accompanying file 'Mental Health services resolution 5-7-2019.docx').  
– *Discussion of this item occurred at length and did not pass.*

VIII. New Business

- DISCUSSION item: Approval of recommendation from the Executive Committee to make changes to the Scientific/Research Misconduct Policy in section 16.7 of the Faculty Handbook as described as the "latest version (12-AUG-2019)" proposed in the memo from the Faculty Senate President dated August 12, 2019 (see accompanying file ResearchMisconduct\_MOZ-correctedHeaders.pdf). – *Further discussion of this item is required.*
- DISCUSSION item: Approval of recommendation from the Executive Committee to revise the Faculty Handbook needed to support (1) the creation of schools in colleges and (2) colleges without departments or schools as highlighted in color in the accompanying file Faculty Handbook 2019-2020 Draft Aug19.pdf. – *Further discussion of this item is required.*
- DISCUSSION item: Approval of recommendation from the Executive Committee to revise section 12.6 of the Faculty Handbook so that it accurately describes the recording of faculty sick leave in the file Handbook\_Section12-6\_Final.pdf. – *Further discussion of this item is required.*

**Next Meeting:** 9/25/19, 9:30-10:30, UC 245

### **Benevolent Association Committee Meeting**

**8/21/19**

The Benevolent committee met on 8/21/19. Planning for the upcoming events occurred.

- Benefits Fair
  - 10/10 from 11:00-3:00
  - The committee will have a table at the event.
- Soup/Chili/Dessert Luncheon and Holiday Market

- 11/5 from 11:00-3:00 in the CRC Auxiliary gym
- Announcement will be in This Week beginning 9/9 & 9/23
- Need donations of soup, chili and desserts
- Prizes for first place for soup, chili and desserts
- Vendors for Holiday Market needed – contact Maureen Krebs. Deadline to sign up as vendor is 10/25

Next meeting 9/17/19.

### Food Services Advisory Committee

#### Meeting Minutes

Date: 9/4/19

Present: *Andy Meeks, Pat Hannan, Celeste Manning, Ashley Coates*

Absent: *N/A*

Guests: *N/A*

#### Sharable Highlights:

- The SU is too crowded and there is concern the fire marshal will start cracking down.
- They are looking to make a decision in the next 30-45 days on a new national chain concept in the game room of the SU. They are gathering feedback on whether Qdoba or Panda Express would be a better fit.
- Selecting Qdoba means they will get rid of Tu Taco. Selecting Panda Express means they will move Tu Taco to the pasta station.
- The Sbarro renovation is going to begin over Christmas break and completed over summer break.
- Changes for Fall 2019: Mondo subs now open until 6:30pm, Build Pizza has a brand new menu with all new recipes, enhanced hours of operation to better serve the student population.

#### Other Discussion:

- Dining Future Events
- Add \$50 flex get \$5 free up to \$50 ends this Friday, September 6th.
- Currently hiring students and regular full-time associates. [Tinyurl.com/diningjobs](http://Tinyurl.com/diningjobs)
- Mini job fair with financial aid this Friday, Sept 6th from 11:30am-1:30pm.
- Tailgate Nation at Norse Thursday, September 5th
- Superfood of the month is Apples (10th and 24th)
- FYUL- Heart Health at Norse September 11th
- Chef Appreciation Week – September 15th-20th
- Chalk Art Contest – September 17th-19th – still accepting contestants for the chalk drawing.
- Franks Red Hot Wings event at Norse September 19th
- NKU Job Fair – 2pm-5pm September 25th will have a table to hire marketing interns and more.
- Throwback Thursday at Callahan September 26th

Next Meeting: 10/6/19, 2pm, SU 106

## Information Technology Advisory Committee (ITAC)

### Meeting Minutes

Date: 8/30/2019, 10:30 am, SU 104

Present: Chris Strobel, Brad Sieve, Tim Ferguson, Bert Brown, Jason Allen, Lori McMillin, Jennifer Taylor, Jeff Chesnut, Shannon Eastep, Greg Wilson, Gary Johnston, Carol Bredemeyer, Bethany Bowling, Toru Sakaguchi, Amy Ishmael, Vicki Cooper

Absent: Ellen Maddin, Nancy Jentsch, Ken Roth, Jeffrey Pugh, Brad McCombs

Guests: none

### Sharable Highlights:

- New co-chairs are Chris Strobel and Brad Sieve
- Accessibility Update
  - Ally – new product contains both LMS (Canvas) and web components
    - Works seamlessly with Canvas; provides students with alternative accessible formats; all files scored and assigned ranks of severe, major or minor; instructions on how to improve accessibility score. Fall 2019 is a pilot trial, Spring 2020 semester - early adopters, and Fall 2020 semester – everyone.
    - Websites – 83% compliant; product currently active and web editor can run reports; also scores and ranks priorities; Fall 2019 – awareness & training web editors, Spring 2020 –continue training and reduce severe issues by 50%
  - Digital Accessibility Policy – approval Fall 2019
  - Accessibility classroom kits
    - Located in all academic buildings
    - Request from building tech or through IT Service Request
  - Video Captioning - Kaltura
- IT – Traveling Department Presentation
  - Line of communication with IT, 15-20 minutes in department meetings. Cover accessibility, policies, security, new products, tech support and computer replacement
- Security Initiatives
  - Network Security – detection, report, fix
  - Information Security – protect sensitive university data, specifically focus on devices located outside Data Center or the approved cloud services (Canvas, One Drive)
  - Identity and Access Management - improve verified user authentication, reduce/prevent phishing, reduce/prevent unnecessary system access
    - Two-factor authentication
    - Privileged Access Management – less local administrator rights
  - Governance, Risk & Compliance – policy oversight and compliance

### Other Discussion:

- Sub committees work TBD

**Next Meeting: 9/27/2019, 10:30 am, SU 104**

## **Sustainability Committee**

### **Meeting Minutes – August 2019**

#### **Highlights:**

- October is Sustainability Month. Event days, times and locations are posted to the sustainability website at <https://inside.nku.edu/sustainability/get-involved/campus-sustainability-month-.html>. Current events include:
  - Oct 2 – Energy Efficiency Day, tabling event in SU
  - Oct 4 – Battery and ink cartridge collection, table in SU
  - Oct 9 – Tour of Community Garden and Wildflower Garden
  - Oct 11-12 – Campbell County Clean-up event
  - Oct 14 – Monday Mile, Walk for Sustainability
  - Oct 16 – World Food Day, tabling event in SU, food collection for FUEL
  - Oct 18 – Sustainability Committee meeting, presentation by Green Umbrella
  - Oct 21 – Recycling Lunch & Learn with Anne Gray, Rumpke
  - Oct 22 – Hydroponics Workshop by Kim Yates
- 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
- For more information, visit NKU Sustainability: <https://inside.nku.edu/sustainability.html>

#### **Other Discussion:**

- **Tip of the month:** Recycle properly to reduce contamination and increase overall recyclability rates. 94% of Americans are confused when it comes to recycling. Join NKU Sustainability at our Recycling Lunch and Learn on Oct 21 to learn firsthand from Rumpke on what can and cannot be recycled at their facility, how to reduce contamination, and what the China ban means for local recycling.

## **Employee Engagement and Wellbeing**

The new Employee Engagement and Wellbeing website is live.

<https://inside.nku.edu/hr/eew.html>