

Members present: Tina Altenhofen, Robert Alston, Mary Barry, Brandon Billiter, Tiffany Budd, Sara Conwell, Vicki Cooper, Ali Greer, Dave Groeschen, Mike Irvin, Sherri Jones, Constance Kiskaden, Brenda Maldonado, Beth McCubbin, Sue Murphy-Angel, Amberly Nutini, Krista Rayford, Emily Rudd, Kimberly Sanders, Steve Slone, Terri Smith, Anita Southwick, Ryan Straus, Tori Vogelgesang, Kimberly Wiley, Christopher Witt, Gina Yoon

Members absent: Cindy Ash, Chris Bowling, Christopher Charnegie, Ashley Coates, AJ Miller, Lori Thaxton, Diane Wallace

Guests: Janel Bloch, Grace Hiles, Felicia Share, Jessica Archer

I. Call to Order at 1:05 PM

II. Approval of September 12, 2019 Minutes
Motion: Mary Barry
Second: Anita Southwick
Approved: Voice Vote

III. Voting Item:

A. Vacancy Replacement: Felicia Share, program coordinator in Civic Engagement, to replace Nick Thompson, who is no longer with the university.

Approved: Voice Vote

IV. Voting Item:

A. Staff Congress Joining in the Mental Health Resolution proposed by SGA and Faculty Senate

Question: How does this effect all of us? Can we get some clarification on the wording of the resolution? What are the types of mental health services provided to students? Can we have some clarification as to what services are provided before we endorse the resolution? Possibly bring in guests to answer further questions.

Suggested Guests:

Amy Clark, Director, Counseling and Student Wellness

Jarett Lopez, President, Student Government Association

Brynn Cahal, Committee Chairwoman of Student Rights, Student Government

The decision to table discussion on this matter.

Motion: Constance Kiskaden
Second: Robert Alston
Approved: Voice Vote

V. Liaison Reports

A. Board of Regents – Staff Regent David Bauer -

B. Administrative Liaison – Chief Human Resources Office Lori Southwood - **report**

C. Faculty Senate – Budget Committee Chair Dr. Janel Bloch - **report**

D. Student Government Association – Jessica Archer - **report**

VI. President's Report – Sue Murphy Angel - **report**

VII. Standing Committees:

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

VIII. University Committees:

- A. Benevolent Association – report
- B. Food Service Advisory –
- C. IT Advisory Committee (ITAC) – report
- D. Regent's Distinguished Service Award –
- E. Sustainability – report
- F. Transportation – report
- G. Employee Engagement and Wellbeing –

IX. Ad-Hoc Committee

- A. Roundtable – report

X. Old Business

- A. Robert Alston and Anita Southwick – Presentation on the Staff Congress Survey - report

XI. New Business

XII. Announcements

XIII. Adjournment at 2:48 PM

Motion: Christopher Witt
Second: Dave Groeschen
Approved: Voice Vote

Administrative Liaison – Chief Human Resources Office Lori Southwood

October 2019 Staff Congress Meeting Report-Outs

Business Operations and Auxiliary Services:

- Nothing to Report

VP A&F / Chief Financial Officer:

- Continue negotiations with Fairmount for phase 2 of the US27 development – expect ground lease to be signed October/November.
- FY21 budget planning process to begin shortly with identifying assumptions related to enrollment, state appropriations, etc.
- Financial Services RFP proposals received and committee reviewing to decide banks to bring in for on-site presentations. Expect decision on services to award in October.
- Master Planning RFP selection is in its final phase. Steering committee will be established and begin working with firm in next month or two.

Facilities Management:

- Facilities Management will be hosting the regional the annual SRAPPA professional conference from October 5-9. The conference venue is the River Center at Marriott in Covington, KY. The last time NKU hosted a conference of facilities professional was in 2007. This year over 200 professional facilities delegates and 150 vendors from all over the southern region are attending the conference. Numerous educational sessions featured in the conference will provide staff development opportunities along with highlighting our university. A campus tour is included among the multiple offerings at the conference – the tour guide at NKU will be Dave Bauer.

Human Resources:

- Benefits Fair is today, Thursday, October 10 from 11:00am-3:00pm in SU Ballroom.
- On Friday, October 25, a representative from KERS will join us for additional pension talks related to each specific KERS tier and House Bill 1. The sessions will provide any updates KERS may have regarding the legislation, basic KERS information, and an opportunity for Q&A. The sessions scheduled on **Friday, October 25, 2019 in Budig Theater, (UC 270)** divided by Tiers. We are arranging to have the sessions live streamed, recorded and added to the Pension Central website. The schedule is as follows:

<u>Tier</u>	<u>Time</u>
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Tier I (Participation dates prior to 9/1/08)	8:00am – 10:00am
Tier II (Participation dates between 9/1/08 - 1/1/14)	10:15am-12:15pm
Tier III (Participation dates on or after 1/1/14)	1:30pm – 3:00pm

IT:

- Nothing to Report

Enrollment & Degree Management:

- Registrar’s Office
 - From the Academic Calendar: Oct. 7-11 is the 8th week of semester – i.e. the “midterm” week, with Monday & Tuesday, Oct. 14-15 as the mid-semester break with no classes held (except 5-week MBA classes).

Question: Is TIAA the only calculator that is currently available or will there be another calculator?

We are aggressively working on a systematic instructional guide to give to individuals so that they can run their own numbers and see how a potential change effects them. We are also gathering stories and testimonials to share with the cabinet and with the board of regents. Please let Lori Southwood know if she can use your numbers and your individual story. Stories were shared with Lori have also been shared with the cabinet.

Question: Will the President attend these KERS discussions?
 We are unsure if it is on his calendar at this time.

Question: Is the President aware that the lack or raises effects our high five years in KERS?
 Yes, the decision makers are aware of this fact.

Question: Will we be able to participate in the Gubernatorial Debate that is taking place on campus on October 29th? Can we use this stage to lobby for our cause? Will there be the opportunity to ask questions at this event?
 We are unsure if this is a possibility but Lori will raise the question.

Question: Is there an advocacy plan? Can we work together with other universities to lobby for our cause?
 Adam Caswell and Mike Hales have been working with other schools in the Commonwealth. The university’s number one focus in advocacy efforts is to lobby for employees to have the choice whether to be in or out of KERS. Everyone agrees that we need to make the message

as clear as possible. Possible guest for a future meeting Adam Caswell when we know what the plan is going to be.

Question: Have we looked at the numbers of individuals that are considering retiring because of potential changes involving KERS?

No, we can guess at certain groups that maybe be considering it but no numbers. It is important to understand that there is no penalty to the individual coming in December. The changes in December are for the survivorship benefit not a change to the individual that is retiring. While we do not know numbers discussion of how all this will possibly effect the university are ongoing.

Faculty Senate – Budget Committee Chair Dr. Janel Bloch

Faculty Senate passed a resolution regarding student mental health - see https://inside.nku.edu/content/dam/facultysenate/docs/20192020facultysenate/20192020ProposalTracker/2019%20Sept%20Mental_Health_services_resolution-passed.pdf. While not the same as that brought by SGA, it advocates to address concerns that the student and faculty have about cost and access to counseling services for students, especially for the increasingly diverse student body at NKU and forms a Mental Health Advisory Group.

Faculty Senate continued discussion on updates to the Research Misconduct policy to comply with federal law. The issues of self-plagiarism and a statute of limitations are still under discussion.

A survey of faculty priorities for the budget process will be upcoming.

Student Government Association – Jessica Archer

My talking points today included

- Jessica Archer, Secretary of Public Relations representing Student Government
- Had our first successful town hall of the semester about mental health awareness at NKU
- Annual Safety walk is Monday the 21st
- Hosting new outreach events; most recent will be Tie-Dye with SGA on the 30th of this month
- Senators are working on some great resolutions and they will be put them out in the coming weeks

President's Report – Sue Murphy Angel

October 10, 2019

Staff Congress President Report:

1. **Announcement: Creation of a new ad-hoc committee to address KERS Pension Plan and its impact on participating staff**
 - a. Committee members include:
 - Kim Wiley, Chair
 - Inna Pylyayeva
 - Brandon Billiter
 - Terri Smith
 - Gina Yoon
 - Vicki Cooper
2. **BB & T Arena Cleaning Service Update:** I met with Mike Hales and Dan Nadler yesterday I was informed that they decided to use the same cleaning service as the BB& T Arena.
 - a. No impact to current employees
 - b. Will announce today at a facilities management meeting
3. **Budget Executive Committee Update:** created a task force to conduct a thorough review and evaluation of all model components to ensure they continue to align with the University's mission, promote desired behaviors, and mitigate unintended consequences.
 - a. Last meeting 9/4/19
 - b. Mike Hales provided an update on the Budget Model Review Task Force
 - c. A discussion on the Budget Process
 - i. Mike Hales & Sue Ott Rowlands will be having a budget process conversation with Cabinet and President Vaidya over the next couple weeks

- ii. Mike Hales to provide a timeline of the budget process by mid to late October
- iii. Next meeting is 10/17/19
- d. Chandra Brown discussed the status of the budget model
 - i. Chandra will meet with Mike Hales and Sue Ott Rowlands to discuss further
- 4. **Shared Governance Committee Meeting**
 - a. First meeting was very informal, no agenda, just getting to know each other. Held Aug. 23rd
- 5. **Success by Design Update**
 - a. Update to be held Wed Oct 23rd (invitation went out yesterday from Bonita Brown). Please attend if your schedule permits, for a strong staff representation.

Benefits Committee Meeting Minutes

Date: 9/26/2019, 2pm, GH 570
 Present: Krista Rayford (chair), Vicki Cooper, Diana Wallace, Chris Bowling, Brandon Billiter, Terri Smith
 Guests: Bruce Smith (NKU Benefits)

Highlights:

- On Friday, October 25, a representative from KERS will join us for additional pension talks related to each specific KERS tier and House Bill 1. The sessions will provide any updates KERS may have regarding the legislation, basic KERS information, and an opportunity for Q&A. The sessions will be held on **Friday, October 25, 2019 in Budig Theater (UC 270)** divided by Tiers as follows:

<u>Tier</u>	<u>Time</u>
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- As a follow up, we will be scheduling sessions in early November with TIAA to present information on the NKU Alternative Defined Contribution plan, a demonstration of the new tool for projecting account balance accumulation, and Q&A. Dates, times and locations will be forthcoming, so be on the lookout for additional information in the upcoming weeks.
- We will provide the executive team a link to benefits available to all employees and place it on the Staff Congress website.

Next Meeting: 10/31/19, 2pm, Location TBD

Policies Committee Meeting Minutes

Date: 9/25/2019, 2:00 PM, UC 245
Present: Gina Yoon, Constance Kiskaden, Mike Irvin
Absent: Sherri Jones, Ryan Straus
Guests: Rachel Green, Human Resources

Highlights:

- Rachel Green from HR joined us today to discuss and answered questions regarding the Bereavement Policy in which a staff member brought forward to the committee last month.
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 be back at work and effectively ready do their jobs.
 - **Supervisor Discretion:** How is this monitored and or defined across the campus community?
- Rachel presented information on how updates to the current policy were more inclusive and now addresses many more of the various family dynamics that employees have. She answered various questions regarding the policy.
- Rachel also advised that we should soon (undetermined date) see the following policy’s for review:
 1. Concerned Resolution Policy – The policy committee received a presentation last year, but she has some major changes. She will re-present when the work is completed.
 2. Conflict of Interest Policy
- Rachel also noted that the FLSA has passed yesterday 9/24/2019. HR will be looking into how this will effect current employees and policy.
For reference the news release from the Department of Labor:
<https://www.dol.gov/newsroom/releases/whd/whd20190924>

- Our next scheduled meeting is tentative based on if we have received any policies for review or if there is other business to discuss. Please note the location change.

Next Meeting: 10/30/2019, 2:00 PM, SU 108

Benevolent Association Committee Meeting 9/17/19

The Benevolent committee met on 9/17/19. Discussion regarding the planning of upcoming events included:

- 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
 - “Souper” Hero theme
 - 11/5 from 11:00-3:00 in the CRC Auxiliary gym
 - Announcement will be in This Week
 - 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 in October.

Information Technology Advisory Committee (ITAC) Meeting Minutes

Date: 9/27/19, 10:30 am, SU 104

Highlights:

- Proctoring Overview – Bert Brown
 - Browser Control – Respondus browser lockdown, minimal deterrence
 - Automated proctoring –recording, limited control
 - Live proctoring – complete control, high cost
- End Point Security – Jason Allen
 - Goal is device hardening, device resiliency, data protection and identity protection
 - Short term targeted deployment – Marketing and Communications, Human Resources, Finance, new personal computers

- Long term - all
- Physical security
 - Full disk encryption for NKU PCs
 - PC lockout times
 - Multi-factor authentication (early stages, off campus)
 - Reducing number of local PCs with administrative rights and alternative solutions

Other Discussion:

- Classroom Technology – requesting input from campus on what is needed
- Media Space – Kaltura web portal, access other than through Canvas
- Active sub-committees for this year

Next Meeting: 10/25/19, 10:30 am, UC 135

Sustainability Committee

Meeting Minutes – September 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
 - Oct 28 – Climate Change Questions and Issues discussion
- For more information, visit NKU Sustainability:
<https://inside.nku.edu/sustainability.html>

Other Discussion:

- September meeting: Shared information about NKU Sustainability Strategy and six Sustainability Goals, Association for the Advancement of Sustainability in Higher Education (AASHE) and Green Umbrella membership benefits and resources, open dialogue about sustainability.
 - October 18 Meeting: Presentation by Green Umbrella, open dialogue about sustainability.
- **Tip of the month:** Charging an invisible phone? Many chargers suck energy even when they not connected to a device. Unplug all chargers when not in use and help save energy.

Transportation Committee Meeting Minutes

Date: 9/23/2019, 1pm, AC 615

Present: Curtis Keller, Sarah Aikman, Andy Meeks, Christine Curran, Matthew Bunning, Rebecca Lanter, Chris Bowling, Tiffany Budd, Bill Multan

Guests: None

Highlights:

- Parking statistics shared, included that on campus student-parking permits were down. This affects parking services revenue and well as positively adding to the peak time available space count. Even at the peak time during the first week of classes, there were over 100 available spaces.
- Parking services has noticed that the welcome center garage had become more full and actually been at capacity some this semester. This has led to some student parking near BB&T, walking across the road, and climbing the hill to attend classes. There was discussion about need for a cross walk with additional lighting and stairs or more likely an ADA compliant ramp. An assessment done several years ago but the items not installed at that time.
- The completed Kenton garage renovation project showed some damage to the rear flat lot. During repairs, they found drainage issues in this lot. Refurb and drainage installation will possibly happen during the maintenance period next summer. This will likely include an additional bio swale.
- There was continued discussion about EV vehicle charging stations amount needed, (there are currently only two on campus in the same location) possible time limits for charging station usage, enforcement of their rules, and parking enforcement in Fire lanes and other restricted areas.

Other Discussion:

- Possible rate enforcement for EV vehicle charging
- Possibility of towing or further booting parking violators
- Staff congress's continued request for tiered parking permits (by salary)
- The possibility of offering a limited number of parking pass rebates or effective discounts for qualified lower income staff/faculty and its' effects

- I suggested that parking services discuss loan debt services on the current Bond issues for parking garages and lots and their relationship to current parking pass costs

Next Meeting: *TBD*

Roundtable – Sara Conwell

We have had positive discussions about a format for this year's roundtable event. As opposed to a full spectrum of questions by keeping the question portal open all year round, we hope to answer questions as they come to us and focus on some clearly defined topics at the event. We will pull the major topics from questions and issues we know are going on campus. The event will focus on the major topics at collaborative tables with members of the President's cabinet at each table. We will tailor topics and questions to the individual that is present at each of the tables.

A member of the Roundtable committee will be at each table appointed as note taker. A second member of the committee will act as a leader for the discussion at the table to keep conversation moving.

We want to ensure that not only do we use the time with cabinet members to discuss current topics and questions but also use the opportunity to talk about our organization. Use the time to share what different staff congress committees are doing all across campus to benefit staff.

The current game plan is to have the event at our December Staff Congress meeting and end of the year luncheon. While a business event, we want to ensure that the celebratory nature of the December luncheon remains in place. Conversations concerning the timing and the makeup of the event are ongoing.

Old Business - Robert Alston and Anita Southwick – Presentation on the Staff Congress Survey

Staff Congress Survey

THEMES AND NEXT STEPS

ANITA SOUTHWICK AND BOB ALSTON

10/10/19



*****Please Double Click the above image to open the presentation as a PDF*****