

- ## VIII. Ad-Hoc Committee

- A. Pension - report
- B. Roundtable – report

IX. Old Business

- A. Staff Congress would like to endorse Faculty Senate's recommendation to the Administration to put a high priority on addressing the mental health needs of all NKU Students. The following steps will do this.
    - 1) Providing access to mental health services that are affordable for all NKU students.
    - 2) Supporting the newly formed Mental Health Advisory Group's efforts to address the concerns raised by faculty and students, especially the cost and access to counseling services for a diverse student body.
    - 3) Tracking data on service usage and need on an annual basis to determine if further adjustments to student mental health services are warranted and to verify that changes have been effective in meeting the afore-stated needs.
- report

X. New Business

XI. Announcements - report

- A. Faculty/Staff Thank You Breakfast – November 19 – SU 104 – 7:30 to 8:30 AM
- B. Fall Forum – Wednesday, November 20 – Budig Theater – 9:00 to 10:30 AM
- C. NKU Norse Women's Basketball vs. Wright State – Friday, January 17, 2020 @ 7:00 PM in the President's Suite (9 & 10)

XII. Adjournment at 2:48 PM

Motion:	Lori Thaxton
Second:	Chris Bowling
Approved:	Voice Vote

Dr. Abdou Ndoye, Assistant Vice Provost for Assessment, Office of Undergraduate Academic Affairs, GEAR UP update



GEARUP Pilot  
Overview - Staff Cor

**\*\*Double Click on the Icon above to start the presentation\*\***

**Question:** Has there been any consideration to incorporate this with University 101 classes? That is definitely something that they will look into. They have had conversation with University 101 instructors.

**Question:** How often do we undergo the SACS reaccreditation?  
Every 10 years. We give a midterm report every 5 years.

**Question:** You should approach leadership student organizations and have them nominate one student to serve it would be a good way to engage that population.  
We will look into that. Thank you for the suggestion.

Adam Caswell, AVP Gov't. Corp. & Foundation Engagement, KERS update

Just a brief recap to begin with currently we face three possible options. Keep things as they are status quo with everyone remaining in the KERS system and our contribution rates will go from 49 to 89%. The soft freeze option would keep all Tier I and Tier II employees in the KERS system all Tier III's would immediately exit the system and we would pay off the lump sum of what we owe to the system. The hard freeze option would remove all employees across all tiers out of the KERS system and into the TIAA defined benefit plans and we would pay off what we owe to the KERS system.

NKU's number one goal has always been to have employee choice be a part of any exit of the system. Thusly this is our number one hope when it comes to lobbying Frankfort to get employee choice back on the table. There were two reasons for its removal from the original bill. First, the Bevin administration thought it was illegal. Many meetings with many lawyers have shown the legislature that it is not. Second, it would place an administrative burden on the institutions. There is no denying it would be an administrative burden but it is also the right thing to do for our employees.

It is vital to have a plan B just in case employee is unable to have their choice reinstated. A bill will be drafted that will make it possible to do split up the tiers making it possible to do a soft freeze with Tier I employees and a hard freeze with Tier II

employees. With the results of the election, we are encouraged to work with governor-elect Beshear.

Lastly, the RFP is out and four firms are competing to help our sister institutions and us analyze the impact this will have on us. Watch for further developments.

### Board of Regents – Staff Regent David Bauer

We heard from Mike Hales and Russ Kerdolff on Fiscal Year 19. We saw 10 million growth in revenues fueled by 10 million increase in net tuition driven by the growth in AOL enrollment. State appropriations increased 1.6 million (3%) from increased performance funding. Total expenses (excluding pension) have increased by less than 2% for the 5<sup>th</sup> year in a row. Moodys and S and P confirm the university financial position is strong.

We heard from Kim Scranage, Ryan Padgett, Shawn Rainey, and Leah Stewart concerning 2019 enrollment. Enrollment currently is at 15,687 students an 8.3% increase over the last two years. 62% of are students are female, 81% are white, 68% are Kentucky residents, 78% are undergrads, 14% live on campus, 50% of our undergrads are first generation students, and 20% are AOL or online major.

There was a presentation titled “The Underground Agency” from the College of Business from Dean Hassabelnaby, Associate Professor of Marketing David Raska, and students Isaiah Kelly and Kayla Combs. Kayla has worked with NKU Alum Taylor Code on the Hoist campaign a drink that can cure hangovers. They have worked on changing the brand and getting it into stores that turned them away previously. They have achieved a 97% to 100% placement rates. Isaiah told us about his startup company “Smooth Creations”. The company refurbishes and customizes gym shoes. They recently have signed a contract with the NFL to design cleats for a game next year.

“NKU isn’t a public research institution like UC or a selective liberal arts school like Xavier. It is simply, an institution with solid degree programs and a desire to grow opportunities for students. If there is a correlation with Northern Kentucky as a region it is this, NKU knows whom it is. The rest of us are just now finding out.” –Leyla Shokoohi Cincinnati Magazine Nov. 11, 2019.

All board of regents meetings are open to the public. All action of the board of regents are public record. There are very few times when the board meets in private executive closed sessions. All are encouraged to come to the meetings. The presentations are often incredibly inspiring.

Administrative Liaison – Chief Human Resources Office Lori Southwood

## November 2019 Staff Congress Meeting Report Outs

### **Athletics:**

- NKU has sold a record 1,396 men's basketball season tickets (as of Monday, 11/4).
- Norse Athletics hosted a student tip-off event with both men's and women's basketball in late October to continue building a connection with the student body. Coach Horn has also been active on campus nearly every Wednesday. Make sure to check out his "What's that" videos the men's basketball have been running on their Twitter and Instagram accounts.
- Norse cross-country hosted the Horizon League Championship. This marks the fourth cross-country championship that NKU has hosted, but the first on campus. It also marks the first crowned champion on NKU's campus in the DI-era.

### **Business Operations and Auxiliary Services:**

- SBARRO's Project – Graybach Construction received an award for Phase 1 of the project. Work will begin the Wednesday prior to Thanksgiving break. Full construction will begin Friday during the holiday weekend.
- Chartwells Contract – We are in the final stages of negotiations for the new 10-year food and beverage contract with Chartwells.

### **Facilities Management:**

- Nothing to Report

### **Human Resources:**

- KERS Audit:
  - Benefits has been dealing with an on-going issue related to KERS for the past 5 years. The issue is KERS sent invoices for payments or refunds for contributions and deductions for individual participants who incorrectly reported on the electronic file. We have been trying to clean up these invoices utilizing the KERS method. However, if one name on the invoice remains, the other previously cleared names remain. This tedious, time-consuming process has flaws in its methodology. With the possibility of agencies withdrawing from KERS participation, they have now stepped up the collection process for clearing these

accounts. Some former and current employees have received letters at their home address and these letters contain confusing and misleading information. We are weighing options to clear up these invoices and the confusion and misinformation from the letters. We are reaching out to KERS to see how to modify the wording on the letters. The estimated total persons impacted is less than 100, the majority of whom are no longer employees here at NKU.

- FLSA Classification Changes:

- An announcement went out to the campus community last month, regarding the US Department of Labor (DOL)'s Final Rule modifying the Fair Labor Standards Act (FLSA) regulations for overtime exemption. The new rule raises the minimum salary requirement to \$684 per week or \$35,568 per year to be exempt from overtime pay requirements. In addition to meeting the salary threshold, employee's primary duties must meet FLSA's duties criteria to consider exemption.
- Since the announcement of final rule, we have conducted a review of several positions, which fall below the salary threshold of \$684 per week. In addition, we reviewed the duties of the positions, specifically positions that resulted in bi-weekly payroll in 2016, to determine the appropriate FLSA classification status.
- Currently, 115 active positions/staff were on bi-weekly payroll in December 2016. Based on our review, 39 positions are determined to be **non-exempt**. This staff receives pay on a bi-weekly payroll. As non-exempt staff, they are now eligible for overtime pay for work hours exceeding 40 in a workweek. Some of these positions are non-exempt due to not meeting the revised salary threshold and some are determined to be non-exempt for not meeting the duties criteria, even if their salary is above the revised threshold.
- The remaining 76 positions are determined to meet the criteria to be exempt. These positions/staff will be returning to monthly payroll as exempt employees.
- The classification change will begin the beginning of November 17, 2019. Our payroll department looked at various dates/options for implementing the above changes and determined that an effective date of 11/17/19 is least disruptive to employees' paycheck frequency transition and payroll deductions.
- We have shared the revised exempt/non-exempt classification determination of these impacted employees with their division chief/manager/time keeper. We sent notifications to every impacted employee on November 7<sup>th</sup>.

- FLSA Changes – Pay Dates

- Staff remaining on bi-weekly payroll as non-exempt employees will see no change in their pay schedule. They will continue to receive pay on a bi-weekly basis, as is the case now.
- Staff switching to exempt classification will see the change to monthly payroll, beginning 11.17.2019. This means these staff be paid on the bi-weekly payroll for the bi-weekly pay period of 11.03.2019 to 11.16.2019 (paid on 11.29.2019) and a separate pay check on the November monthly payroll, for the period of 11.17.2019 to 11.30.2019, will also be paid on Friday, 11.29.2019. Thereafter, their pay schedule/frequency will be monthly.
- Since this question was frequently asked by employees after receiving the FLSA change notice, I am providing this for your information: These staff transitioning to monthly will also receive a bi-weekly pay check on 11.15.2019, for the bi-weekly pay period of 10.20.2019 to 11.02.2019

**IT:**

- Accessibility for our website is in the works. We are using a new product called Ally that assists all departments in making changes to their website. Contact IT for any assistance.
- Room reservations for the Student Union, University Center and outdoor spaces moved to new and more robust system called EMS. Other meeting rooms on campus will move to this system over the next several months.

**Strategic Planning & Implementation:**

- **Success by Design 2020 NKU Innovation Challenge:** Reminder that proposals are due on Dec 6<sup>th</sup> and that all faculty and staff/departments are encouraged to submit a proposal. Notifications to finalists will sent by December 20<sup>th</sup> and the Innovation Challenge will take place on January 17<sup>th</sup>. More details are available on the Success by Design webpage.

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

- Continue negotiations with Fairmount for Phase 2 of the US27 development – ground lease is nearly complete but financial negotiations may continue into December.
- FY21 budget planning process under way. Cabinet met in late October to discuss assumptions and priorities. The requests for fixed cost, revenue, and fees will be going out later in November. The budget request process will begin later in November.

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- Ayers Saint Gross, a leading architectural firm, will lead the master planning effort. Under the stewardship of a steering committee comprised of a wide cross section of stakeholders, the project will engage the entire campus with the completion by the fall of 2020.
  - The RFP process for the pension services that we collaborated with ECU/WCU ended in October with eight proposals received. Representatives from each university will work together to review the proposals and make recommendations for selection in November.

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

Faculty Senate approved the changes to the research misconduct policy. Most of these changes made to comply with federal laws. A university wide policy is most likely coming in the future.

#### Student Government Association – Katelyn Estes

We conducted a safety walk across campus to point out safety concerns on November 6<sup>th</sup>. We will held our first victor talk on November 12<sup>th</sup>. We also passed a resolution approving NPHC plots for sororities and fraternities.

#### Benefits

- Annual Enrollment is open until **midnight tonight**.
- We sent the 2020 Benefits Bulletins to campus addresses; all information is also on the website
- Due to having a new life insurance carrier, the Hartford, we need to update our beneficiaries. Completion needs to occur before 1-1-20. However, get it well before holiday break.



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**Credentials & Elections Committee****Meeting Minutes**

Date: 10/23/2019, 2:30-4:00 PM, AC 105  
Present: Tina Altenhofen, Amberly Nutini, and Emily Rudd  
Absent: Cynthia Ash, Brenda Maldonado, and Beth McCubbin  
Guests: Grace Hiles

**Sharable Highlights:**

- The committee reviewed its timetable and noted tasks already completed.
- There will be 18 fillable position vacancies at the end of AY19-20. The breakdown is provided below:
  - Academic Affairs – 3
  - Administration & Finance – 1
  - Inclusive Excellence; Legal Affairs & General Counsel; University Advancement - 1
  - Director – 2
  - Student Affairs – 1
  - Operations & Maintenance – 4
  - Athletics – 2
  - At-Large – 3
  - Contract – 1
- There was a committee discussion of goals for next year and increasing staff participation in the voting process. In order to increase staff voting participation this year, the committee recommends offering a raffle prize. Staff who complete the voting ballot will also enter to win the raffle prize. The announcement of the winner will occur at the Staff Congress meeting held in May. The committee discussed the option of either a parking pass for AY 20-21 or All Card funds.
- The committee is working on updates to the sent staff-voting package, as well as reminder posters for nominations and voting.

**Other Discussion:**

- A discussion about the duration of each elected official occurred. Due to the importance of the topic, and the lack of a quorum, the committee decided to table the discussion until the next meeting.
- The committee reviewed the Constitution for clarity regarding Staff Congress elected officials.
- Discussing the duration of each member of Staff Congress also occurred. There was a recommendation to limit the number of consecutive terms of service on Staff Congress. Discussions about this topic will resume during the next meeting.

**Next Meeting: 11/20/2019 2:00-3:00 pm, AC105**

**Question:** Have you thought about asking the question why do you want to be on staff congress?

We have brought it up.

**Question:** Is there a discussion about the number of consecutive terms a member may serve?

It is an ongoing discussion no number mentioned as of yet.

## **Outreach Committee Meeting Minutes**

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

### **Sharable Highlights:**

- With just two members present, we tabled further action.

### **Other Discussion:**

Faculty Senate – 10/28/19

I. Call to Order, Adoption of Agenda - *Adopted*

II. Approval of Minutes – September 30, 2019 meeting - *Approved*

III. Guests

- Provost Sue Ott Rowlands – *no announcement*
- Faculty Regent Michael Baranowski - *no announcement*
- Staff Congress representative – *Shared attached*
- SGA representative - *not present*

IV. Officer Reports

- President - Matthew Zacate – *Mentioned elections (no nomination from COI)*
- Vice President - Jacqueline Emerine – *No report*
- Secretary - Laura Sullivan – *No report*
- Parliamentarian - Kalyani Ankem – *No report*
- Faculty Advocate - Phil McCartney – *No report*
- Graduate Council Chair - Brian Hackett – *Not present*

V. Committee Reports

- University Curriculum Committee - Richard Fox – *ELOC name change*
- Budget Committee - Janel Bloch - *Finalize budget survey*
- Benefits Committee - Charlisa Daniels - *Faculty diversity awards*
- Professional Concerns Committee - John Farrar – *Amendment to Research Conduct Policy – Performance Reviews*
- TEEC - Chris Lawrence - *RPT*
- General Education Committee - Kimberly Weir – *Review*

VI. Unfinished Business and General Orders

- VOTING item: Approval of recommendation from the Professional Concerns Committee to make changes to the Scientific/Research Misconduct Policy in section 16.7 of the Faculty Handbook as described in the April 19, 2019 memo from the PCC (see accompanying file: 'Research misconduct Policy - Final PCC Version April 19 2019 - wAmmendments.pdf') – *Discussed policy. Voted on amendment and passed. A vote occurred on policy and passed.*

VII. New Business – *No new business*

VIII. Adjournment

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**Faculty Senate Meeting Staff Congress Report - 10/28/19**  
**Staff Congress Representative – Kimberly Wiley**

Meeting 10/10/19

**Volunteers Needed: NKU Benevolent Association Fall Soup/Chili/Dessert Luncheon & Holiday Market**

Mark your calendars for the annual Benevolent Luncheon and Holiday Market on **Tuesday, Nov. 5**, in the Campus Recreation Center Auxiliary Gym from 11 a.m.-1 p.m. [Please sign up](#) to bring a soup, chili, dessert or help with event logistics! The recommended donation to attend the event is \$5 or five hours. Do not forget cash to support our raffle and holiday market. All attendees will receive two perks punches from University Wellness. Drop off will be available outside of CRC from the service drive.

**2020 Annual Enrollment**

The [Annual Enrollment portal](#) opens on **Wednesday, Oct. 30**, at noon and closes at midnight on Thursday, Nov. 14. Mailing the 2020 Benefits Bulletins to campus addresses is complete and is on the [Benefits website](#). The Help Center will be open in Steely Library 235 Monday, Nov. 4, to Thursday, Nov. 7, from 9 a.m. to 4 p.m.

**Staff Congress Pension Committee**

A Staff Congress Pension Committee will serve as your voice in pension related matters. We encourage you to send your questions, comments, and/or concerns to any member of the committee. Voicing your needs is important.

KERS sessions occurred on Friday, October 25, 2019 in Budig Theater (UC 270) divided by Tiers.

More information found on the Staff Congress Pension site at :  
<https://inside.nku.edu/staffcongress/staff-congress-pension.html>

Keep the conversation and staff community connection going by visiting the NKU Staff Facebook page for important announcements and updates on pension related issues.

You can also visit the NKU Pension Central web site for important information and pension resources:  
<https://inside.nku.edu/hr/benefits/pension-central.html>

Name	Department	NKU Ext	Email
Kim Wiley, Chair	VP GERO	7528	<a href="mailto:wileyk2@nku.edu">wileyk2@nku.edu</a>
Brandon Billiter	Student Account Services	6607	<a href="mailto:billiterb@nku.edu">billiterb@nku.edu</a>
Terri Smith	Building Services	5971	<a href="mailto:smithm60@nku.edu">smithm60@nku.edu</a>

Gina Yoon	University Police	5746	<a href="mailto:yoong1@nku.edu">yoong1@nku.edu</a>
Vicki Cooper	Steely Library	5742	<a href="mailto:cooperv2@nku.edu">cooperv2@nku.edu</a>
Inna Pylyayeva	Information Technology	7767	<a href="mailto:pylyayevai@nku.edu">pylyayevai@nku.edu</a>

**Next Meeting:** 11/20/19, 9:30-10:30, UC 245

### **SGA Meeting Staff Congress Report** **Staff Congress Representative - Lori Thaxton**

SGA meetings going smoothly with:

- President Vaidya spoke to them on October 21<sup>st</sup> about University updates, initiatives and took some questions.
- A member recently presenting their first resolution issue for the year to support an initiative from the NPHC seeking permission to create plots on campus at no cost to NKU or SGA has been read twice now.
- They had several members volunteer for the gubernatorial debate on Oct 29<sup>th</sup>.
- Tie-dye event on Oct 30 to raise awareness/involvement of/with SGA happened on Oct 30<sup>th</sup>.
- Their safety walk was reschedule twice due to inclement weather and happened on Nov 6<sup>th</sup> starting at 4:30.
- Victor Talks will be Tuesday November 12<sup>th</sup> from 5-7 pm.

### **Benevolent Association Committee** **Meeting Minutes**

The Benevolent committee met on 11/14/19 to review the 11/5/19 Soup/Chili/Dessert and Holiday Market event.

- Soup/Chili/Dessert Luncheon and Holiday Market
  - BEST ONE YET!
  - 648 hours were donated
    - 51 people donated
    - 1 two week donation/several 1 week donations
  - \$907.35 in cash
  - \$100 online donations
  - \$103 vendors
  - 23 people applied (22 approved/1 denied)
- Winners!
  - Soup – Connie Seiter
  - Chili – Jim Parker

- Dessert – LaNighta Reid
- Discussed possible improvements to event for the spring.
- Reminder that the Benevolent fund is an “emergency” fund.
- Reach out to Faculty to ensure they are welcome to participate.

Spring event – March 24, 2020 (during Employee Appreciation Week)

**Question:** Is there a clearly defined definition of an emergency when it comes to the benevolent fund?

We will look into this and get an answer. The question arose is maternity leave considered an emergency.

**Answer:** Below is the definition that is on the application for benevolent funding...

The Benevolent Association provides support to a faculty or staff employee for special needs, such as catastrophic personal or family illness.

Support can also be financial for an extraordinary emergency need for basic needs (food, clothing, shelter, medical care).

**Question:** Maybe In The Future, we can consider some type of chart or menu of what soups are available. Perhaps another fund raising idea of a recipe book for sale. Thank you for suggestions conversations are ongoing.

### Food Advisory Committee Meeting Minutes

Date: 11.6.19 @ 2:00 pm; SU 106

Present:

- Pat Hannan, Chartwells RDM
- Celeste Manning, Chartwells (NKU Dining) Marketing Director
- Brett Northcutt, Chartwells Executive Chef and Director of Operations
- Ashley Coates, Staff Congress
- Trevor Abraham, SGA – Vice Chair of University Improvements
- Mia Derks, SGA
- Stephanie Pollitt Clark, Hall Director

### Sharable Highlights:

- Still working on what restaurant will be in the Game Room.

- Also discussed associate etiquette, cooking methods and to talk to a manager with any complaints right away. Otherwise, submit comments at [DineOnCampus.com/NKU](http://DineOnCampus.com/NKU) and use the About Us tab then Feedback tab.
- Sbarro will start renovation November 27<sup>th</sup>.
- Tu Taco will close the rest of the semester (after Thanksgiving) and re-open in January.

**Other Discussion:**

- Want more international food at The Travel Wagon
- Loved the Oktoberfest at The Travel Wagon
- **Dining Past Events**
  - Foodie Fix to Win a Drone and get \$5 free flex for every \$50 added ended October 31<sup>st</sup>. Winner of drone is Jun Young Park.
  - Superfood of the month in October was Pumpkin. November is Legumes.
  - Chef Appreciation Week – September 15<sup>th</sup>-20<sup>th</sup>
  - Jack & Olive – introduced new food program in SU Market.
  - Recognized by Norse Project Search for partnership and employment.
- **Dining Future Events**
  - Wednesday, Nov 6<sup>th</sup> - Cider and Pie - Callahan – Dinner
  - Wednesday, Nov 13<sup>th</sup> - Thanksgiving – Norse Commons – Dinner
  - November 18<sup>th</sup>-22<sup>nd</sup> – International Week – lunch at Norse Commons each day.
  - Tuesday, Nov 19<sup>th</sup> - Superfood Tuesday Legumes – Callahan – Dinner
  - Wednesday, Nov 20<sup>th</sup> - FYUL – Sustained Energy – Norse – Dinner
  - Wednesday, Nov 27<sup>th</sup> – Free Thanksgiving in SU Ballroom Donation
  - Thanksgiving hours of operation – check locations, doc and app
- **Thanksgiving Weekend Special** – add meal plan or flex for a chance to Win Oakley Sunglasses or Nike Backpack

**Next Meeting: TBD**

**Information Technology Advisory Committee (ITAC)  
Meeting Minutes**

Date: 10/25/2019, 10:30 am, UC 135

**Sharable Highlights:****Standards and process for Computer Replacement**

Lori McMillin presented the IT standards for computer replacement for 2019-2020. This includes the Dell desktop, laptop, tablet, Apple Mac Mini, laptops/iPads, and a number of accessories.

- The centralized computer replacement funding covers the base options costs. Departments pay any cost over that basic amount.
- The university goal is a five-year replacement cycle.
- IT evaluates replaced lab computers for recirculation or sends them to surplus.

### **Information Security Training in Safe Colleges**

Jason Allen shared an overview of security training that is required for the campus community. Most faculty/staff/students are unaware of cybersecurity trainings and their importance. Safe Colleges, NKU's university training product, has cybersecurity modules that are not mandatory. Key discussion points were:

- Safe Colleges emails often interpreted as a phishing attempt because they are external.
- Suggested offering Safe Colleges training to NKU's accelerated online students.

Data privacy compliance regulations require employee training. IT want to start with discretionary training that eventually transitions to mandatory cybersecurity training. Suggestions include NKU best practices and specifics.

Jason plans to share a draft of training material to ITAC for feedback before presenting to the campus as a training initiative.

### **Personal Data Backups/OneDrive**

Jason Allen shared information about existing data backup procedures. NKU performs nightly backups of J, K, and department drives. Microsoft backs up OneDrive. IT does not back up locally saved files on your computer.

Ransomware is a major concern. Data backups vulnerable to infection by ransomware.

Important to consider

- Where your data is stored
- Offline data backup solution – USB/OneDrive
- Physical security for offline data backups
- Automation and scheduling of backups

Discussion centered on educating employees in the automated capability of OneDrive data backups.

### **Review of Centrally Funded Software**

Lori McMillin shared information about centrally provided software located on IT's website in the Software Catalog.



- This is not an inclusive list of software.
- For other software, that requires technical installation contact the HelpDesk.
- Suggestion made that departmental software that is free or NKU cite licensed be added to the IT website master software list.

### Subcommittee Updates

Chris Strobel led discussion about subcommittee participation. Requested all subcommittees try to meet before the next ITAC meeting so they could share any activities they are pursuing.

**Next Meeting: 11/22/2019, 10:30 am, UC 135**

### **Sustainability Committee**

#### **Meeting Minutes – October 2019**

#### **Highlights:**

- Recap Campus Sustainability Month
- CMTA energy efficiency projects wrapping up. Already starting to see results from completed buildings.
- Next Sustainability Committee meeting is November 12, 3-4 pm

#### **Other Discussion:**

- October meeting: Charlie Gonzalez, Communications and Membership Coordinator for Green Umbrella, discussed membership benefits and resources.
- For more information, visit NKU Sustainability:  
<https://inside.nku.edu/sustainability.html>
- **Tip of the month: Give the printer a rest.** Switch off or unplug the printer at the end of the day or when not being used.

### **Upcoming Wellness Events:**

*Health at Your Desk with Airrosti Rehab Center*  
**Nov. 13, 12-1pm, UC 135**

Join an Airrosti Expert for an educational and interactive workshop where you will learn simple, proven techniques to avoid repetitive strain and postural injuries

associated with common workplace injuries. Increase flexibility, strength, and range of motion while learning ongoing solutions to relieve tension and stress. Register at [nku.edu/wellness](http://nku.edu/wellness)

### *Great American Smokeout Quit Clinic*

Nov. 21, 11am-1pm, SU lobby

Stop by to:

- Test your lung age and oxygen intake levels
- Determine if you are ready to set a quit date
- Take the Asthma and COPD Screening test
- Speak Respiratory Care Specialist and NKU faculty Debbie Patton and Respiratory Care students to learn about the free Fresh Start Cessation program

*Get Lost in the Stars* **\*\*The Planetarium is currently closed.\*\***

December 4, 12-12:30pm, Haile Planetarium, Science Center 409

Are you feeling the stress of finals week and the upcoming holidays? Meditation is a powerful way to cope with stress and to maintain psychological health and resilience. Since the planetarium offers a dark and quiet space for relaxation, it is the perfect place for meditation.

Enjoy a free guided meditation experience in Haile Planetarium with the program "Sunset Meditation." View an amazing sunset as you travel from the Grand Canyon to the North Pole. Then relax under a night sky filled with stars and glimpses of the Northern Lights." Register at [nku.edu/wellness](http://nku.edu/wellness)

**Pension Committee  
Meeting Minutes**

Date: 10/21/19 – 1:00-2:00, AC 722

Present: Kimberly Wiley, Brandon Billiter, Adam Caswell, Vicki Cooper, Inna Pylyayeva, Bruce Smith, Terry Smith, Lori Southwood, and Gina Yoon

Date: 10/22/19 – 1:00-2:00, UC 414

Present: Kimberly Wiley, Brandon Billiter, Vicki Cooper, Inna Pylyayeva, Terry Smith, and Gina Yoon

**Sharable Highlights:**

10/21/19 meeting - Lori, Bruce and Adam shared information regarding where we are right now regarding pension updates. Lori encouraged our group to focus on communication with staff, to encourage communication between our group and staff, and to share any feedback with HR.

10/22/19 meeting - We met again (without Lori, Bruce and Adam) to start planning what our goals are for this committee. We decided that since the KERS Pension meetings are Friday, October 25, that we wanted to move fast and get some info together to pass out to people to introduce our committee.

- We set up an e-mail for the Staff Congress Pension committee to use for staff to contact us. We hope it will be available quickly so we can get an email out to the staff asking if they have any questions they would like us to ask at the sessions, especially for the ones who cannot attend. We will ask Grace can help us send this out using her staff distribution list.
- We will be preparing a flyer to hand out at the Pension meetings on Friday with our contact info and some key issues people need to consider.
- We feel like we need to help educate the staff regarding their pension situation since some people don't even know their KERS PIN number, much less their "numbers"...tier, service years, pension, etc. We hope to set up some "training" sessions to help folks request their PIN and show them how to connect with KERS. We are not going to try to answer specific questions or try to replace KERS or HR...but just educate and encourage people to know about their situation.
- As we move forward and find out new information from Adam Caswell and Frankfort, especially after the election, we plan to help push for our voice to be heard. We plan to reach out to other Staff Congress units across the state and work with them, if possible,

to help hear the voice of staff regarding a possible new bill Adam mentioned that would return the choice option for staff.

**Next Meeting:** 10/28/19 – 1:00-2:00, UC 414

### Roundtable

The roundtable event is set for Thursday, February 13<sup>th</sup> from 1:00 PM to 3:00 PM in the UC Ballroom. This is during a regularly scheduled staff congress meeting time and the roundtable will be our meeting for that month.

Since the event is not open to the public, we are planning a Staff Congress forum to present the results to the campus community. Currently we are eyeing April for this forum; no actual date has been determined just yet, but we will try to schedule it at a time that first and second-shift employees will have the opportunity to attend in some capacity.

The Qualtrics survey will go out after this month's meeting to all Staff Congress representatives; please reach out to people in your area and submit questions/comments/concerns on their behalf. If Sara sees that no questions are coming in, she will open it up to the campus community. Questions are coming through the SC portal and answers are on the website in real time. Sara will continue posting messages in 'This Week' highlighting the SC webpage and portal.

A goal is set to get the next date set for next year's event as quickly possible so that when a new President-Elect comes in a date is already set.

Watch for further updates.

**Question:** Would it be possible to pull a question to use for advertising the event in This Week. Definitely, something we can consider.

### Old Business

There were two SGA resolutions last year concerning mental health...

Concerning Representation:

<https://inside.nku.edu/content/dam/student-government-association/SGA18-19/Resolutions/2018.2019.07%20Counseling%20Services%20Jontay%20Brown.pdf>

Mental Health Week:

<https://inside.nku.edu/content/dam/student-government-association/SGA18-19/Resolutions/2018.2019.012%20First%20Week%20October%20Mental%20Health%20Awareness.pdf>

**Question:** What are people hoping for in supporting this resolution?

The focus was to raise awareness that we feel mental health is an important issue. We are going to look at possibly constructing our own resolution stating this while not questioning the staffing in Health Counseling and Student Wellness. Conversations are ongoing.

**Question:** When you log into KERS does the number you see include NKU's contribution? It varies across the tiers. Tier III there is a chart that shows individual and employer contribution Tier I and II it shows individual contribution and you have to use the calculators to find out your portion of the pension pot.

**Question:** Will there still be individual meetings as the pension process continues? Yes. The goal is to get through open enrollment and once we know more of what we are dealing with individual sessions are very possible.

**Question:** When throughout the course of the year can you convert vacation to sick time? What is the limit on how much you can convert? Twice a year this occurs and is possible when you retire. We can continue to look at this.

**Question:** When running KERS calculations, were they run to find the worst-case scenario? When running these calculations several different periods provided as full of a picture as possible. More information the better.

**\*\*Let Lori know if confusion starts to come up.\*\***

It is easier to get answers and ease anxiety if we know as soon as possible what questions are floating around.

### Announcements

Ayers Saint Gross the firm that will be leading our master planning process will be on campus the week of November 18<sup>th</sup> through the 22<sup>nd</sup> to hold focus groups and breakout sessions to gain feedback on the process from all campus constituents. Staff Congress Secretary Steve Slone is our representative on the master plan steering committee.

Chris Bowling brought up a campaign to encourage all of us to schedule a free Red Cross fire safety visit and inspection of your home. His contact information is below as well as a link to more information about the program. Stay off a ladder leave that to professionals.

Chris Bowling

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<https://www.redcross.org/local/ohio/greater-cincinnati-dayton/about-us/our-work/home-fire-campaign/home-fire-safety-visit.html>

Gina Yoon brought to our attention that there is a new resource officer in campus police. Her name is Autumn Ruehl and her email is [ruehla10@nku.edu](mailto:ruehla10@nku.edu). She can put on self-defense classes. Feel free to email Autumn or Gina for more information.