

- I. Call to Order at 1:02 PM
- II. Approval of November 14, 2019 Minutes
 - Motion: Bob Alston
 - Second: Amberly Nutini
 - Approved: Voice Vote
- III. Guests: Amy Clark, MA, LPCC-S Director of Counseling Services, Health Counseling and Student Wellness - **report**
- 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 – President Matthew Zacate - **report**
 - D. Student Government Association – Onyinyechi Okorie, Jessica Archer - **report**
- V. President’s Report – Sue Murphy Angel – **report**
- VI. Standing Committees:
 - A. Benefits – **report**
 - B. Constitution & Bylaws –
 - C. Credentials & Elections –
 - D. Outreach –
 - E. Policies –
 - F. Scholarship –
- VII. University Committees:
 - A. Benevolent Association –
 - 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 – **report**

VIII. Ad-Hoc Committee

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

IX. Old Business

- A. **Question:** Is there a clearly defined definition of an emergency when it comes to the benevolent fund? The definition as it is written on the application is below...
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).
- B. Reminder to everyone to check your pay stubs especially those who may have transitioned from bi-weekly to monthly pay cycles.

X. New Business - report

XI. Announcements - report

- A. NKU Norse Women's Basketball vs. Wright State – Friday, January 17, 2020 @ 7:00 PM in the President's Suite (9 & 10)
- B. Pension Help Sessions – Tuesday December 17 – 9:00 to 10:00 AM, Steely 235; 11:00 AM to 1:00 PM, Steely 240; 7:00 to 8:00 PM, Steely 235.

XII. Adjournment at 2:36 PM

Motion:	Krista Rayford
Second:	Emily Rudd
Approved:	Voice Vote

Amy Clark, MA, LPCC-S Director of Counseling Services, Health Counseling and Student Wellness

Overview of Counseling Services & Outreach

Amy Clark, LPCC-S

Director of Student Counseling Services

Health, Counseling and Student Wellness

UC 440

(859) 572-5650

A yellow, parallelogram-shaped graphic containing the NKU logo. The logo consists of the letters "NKU" in a black, serif font, with a small orange flame above the "U".

NKU

****Double click on the file above to view the Presentation****

Question: Do you get questions about affordability?

Yes we do. While our standard practice is for students to use their health insurance or pay \$15 per session, any student is able to receive free services if needed. The process to receive free services is fairly simple. We do not want one's financial hardship to interfere with their desire/need to receive counseling and treatment for mental health issues. We deal with misunderstandings that are out there word of mouth about the cost of our services. We strive to continue to educate the campus community that fear of cost should not be a deterrent to seeking treatment.

Question: While the numbers of students you see keeps growing, has your staff increased?

No, not at this time. We continued to explore creative options to address the growing numbers, such as expanding the use of master level interns in our office.

Question: Is there a wait list in your office? How long does it take to get into therapy?

No, we do not have a waiting list. When a student approaches us for treatment, we conduct a brief screening, which may be done in person or over the phone. Once the brief screening is completed, we schedule them for an intake. As the semester goes along, our schedules become fuller and it can become more difficult to schedule

therapy. When this is the case, we conduct consultation visits during the in between time to address students' needs. At most, during busy times its 3 to 4 weeks to enter therapy.

Question: As we discuss the possibility of supporting the resolutions that have come forward or possibly crafting our own can you speak to some of the cultural issues that were brought up in the SGA resolution?

The staff that we have in our office is competent to see any student. We understand that students have wants and desires and we strive to continue to educate them about what we offer in our office. Part of that education is to stress how our counselors are competent even though they may not look like you. We have addressed some of these concerns with our interns in our office as well. Our staff is culturally competent and continually educated.

Question: What do you do to help your staff avoid burn out?

In lieu of financial incentives, we find other ways to show our appreciation of our staff. For example if someone has the crisis line and has been on call all evening, we will give them a half day to focus on their own mental wellbeing. Flexibility is key in our office and our people are extremely valuable so we endeavor to take care of them. We also continue to refresh and support the education of our counselors. Our counselors typically see about 6 clients a day. The work we do can be incredibly taxing so we try to stress the importance of self-care.

Question: Should staff decide to add to the ongoing conversation concerning mental health here on campus what should we add?

It is important to take a proactive approach. We continue to focus on outreach and educating the campus community. If there is a misunderstanding about something reach out and ask to alleviate any concerns.

Question: Do you feel that mental health is gaining traction and becoming a focus of administration here at NKU?

Yes. There has been a recent spotlight on mental health and administrative is supportive. We continue to work together being creative to address the needs of our students.

Question: How often do you track the data on how many students you are seeing? How often do you evaluate it and make changes?

We track data on a monthly basis. We compare data on a monthly and annually basis. The changes of extended office hours came about because of a satisfaction survey that was sent out to individuals who have used our services.

Question: How do we compare as far as staffing to other regional universities?

The traditional thought is 1,000 students to one therapist. This puts us behind compared to some of the other regional universities. One thing that we've done differently is other universities have out sourced after hours services while we've kept our after our services in house.

Question: Any consideration of expanding office hours further?
Keeping the expanded hours on Monday and will continue to monitor should other hours be justified.

Board of Regents - Staff Regent David Bauer

The next Board of Regents meeting is January 15 beginning at 9 AM in SU 104. Merry Christmas and Happy New Year!

Administrative Liaison - Chief Human Resources Office Lori Southwood

December 2019 Staff Congress Meeting Report-Outs

Business Operations and Auxiliary Services:

- Mike Hales and Andy Meeks continue in final negotiations with Chartwells on our new (10) year food and beverage contract. We anticipate signing the new contract in early 2020.
- We have received final approval on Qdoba as our new National Restaurant concept. It will be located on the first floor of the Student Union, in what is currently the game room.
- Construction on the SBARRO's begins on Wednesday, November 27. Phase one construction will be completed in time to open for the spring, 2020 semester.

VP A&F / Chief Financial Officer:

- Continue negotiations with Fairmount for phase 2 of the US27 development – ground lease nearly complete but still working on financial negotiations, which may continue, into December.
- FY21 budget planning process under way. The requests for fixed cost, revenue, and fees will be going out in early December. The budget request process will also be initiated in early December.
- The master planning process has been kicked off with our selected architectural firm Ayers Saint Gross spending the week of November 18 on campus conducting a number

of stakeholder meetings to discuss campus space. They will plan to return in early February for additional meetings. The master plan process is scheduled to be completed by the Fall of 2020.

- The RFP process for the pension services that we collaborated with EKU/WKU ended in October with eight proposals being received. Representatives from the three universities have narrowed the selection to two firms and will be selecting the finalist soon. Contract negotiations with the firm will begin immediately so they can begin the services in December.

Facilities Management:

- Master plan project is currently underway. We encourage everyone to participate in the open sessions as information is gathered and particularly when concepts are presented. January and February will be critical months for providing input. You may share your thoughts with the team using the website being launched as well.
- As winter approaches, FM requests that everyone read the emails related to winter preparedness in particular, being careful transiting outdoors and in making sure thermostats are never set below 55 degrees.
- During winter break, construction will take place on Sbarro pizza facility in SU.

IT:

- Nothing to report

Human Resources:

- 2020 W4 – The IRS has released a new W4 for effective 1/1/2020. Per IRS regulations, those hired in 2020 and anyone who makes withholding changes during 2020 will be required to use the new form. The form will be uploaded to the payroll website mid-December.
- **Benefits Updates:**
 - Happy to report that we had 100% participation in Annual Enrollment.
 - Any feedback regarding annual enrollment can be given to me at rayfordk1@nku.edu or via survey sent by Institutional Research.
 - Please make sure you submit your beneficiary form to benefits@nku.edu before December 20th.

Enrollment & Degree Management:

Executive Summary

- Headcount is up spring over spring, AOL continues to drive the growth
- Current enrollment is tracking ahead of last year
- Estimated gross tuition revenue based off of projections is tracking ahead of last year
- College enrollment distribution is changing with CHHS and COB increasing their share
- Continuing Graduate enrollment is tracking ahead of last year, with new student enrollment performing better in Graduate and Transfers
- Spring retention relatively the same to last year, with majority of colleges tracking ahead of census last year. COB lower but saw significant improvement
- Cohort enrollment, as percent of total, tracking similar to last year with some fluctuations in the A cohorts
- Initial college progress shows majority three quarters to goal
- STEM+H performing well overall due to HHS but all other representative colleges experiencing declines.
- Experiencing greatest demographic decrease in LI, with other undergraduate demographics closing the gap with exception of in-state which is positive
- Tracking ahead of last years admissions funnel
- Planning and Outreach underway to address early areas of underperformance

Faculty Senate - President Matthew Zacate

We had several guest reports. There was some discussion about reinstating the full ride scholarship and this was sent to the professional concerns committee. While there may not be record of this that may have been the shortest faculty senate meeting in history.

Student Government Association - Onyinyechi Okorie, Jessica Archer

We passed a resolution to install plots for the National Pan-Hellenic council. We recently held a town hall concerning mental health with counseling services. We also conducted a safety walk to point out safety concerns and aesthetics across campus. We made several suggestions largely concerning accessibility concerns and cracks in the concrete. We are formulating ad hoc committees one of which will be focusing on redesigning the all card. Every senator has been charged with drafting a resolution over the holiday break. We are looking into doing a joint philanthropy effort with our main rival Wright State.

President's Report – Sue Murphy Angel

The SAG group met and we are working on the implementation of the Success by Design Initiatives. Part of being on this group is reviewing the 133 submissions that were submitted for the innovation challenge.

Question: Is there information about the next phase of the challenge? What is the next step? Faculty coaches are going to be made available to those that are going to pitch their suggestions. Those that are chosen out of the larger group will make a pitch presentation to a committee including community members from outside the university. Watch for further updates.

Sue also presented at the Faculty Senate meeting and her report to that group is below.

Monday, November 25, 2019

Staff Congress Report to Faculty Senate

Events:

1. The Benevolent committee review of 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

Faculty are encouraged to participate as benevolent benefits are available to both faculty and staff. The next event is March 24, 2020 during Employee Appreciation Week. More details to follow.

2. The Faculty/Staff *Thank You Breakfast* was held November 19th in SU 104 7:30 am to 8:30 am. Everyone enjoyed pastry and breakfast empanadas with the President.
3. Pension Committee Update:

The newly formed Staff Congress Pension Committee held their first educational event for staff on Thursday, November 21st. The committee goal is to answer questions and concerns:

- How will the proposed pension changes affect you?

- Do you have questions we can ask KERS of Human Resources for you?
- Is a hard or soft exit financially good or bad for you?
- Do you know your numbers? Tier, service years, pension, years purchased, etc.?
- Tier I and Tier II staff, have you run your benefit estimate calculations for both a hard and soft exit and determined the lifetime financial effect of both?
- Do you need or want help accessing and using the online KRS Member Self Service and the
- Benefit Estimate Calculator tool to determine the effect on your unique situation?
- Attend one of our scheduled help sessions for staff-to-staff assistance

Upcoming Items:

1. A **survey** of all staff will be distributed to gather information on **how the pension changes will affect you and staff as a whole**. The committee will not be asking for names or any identifying markers and it will be completely anonymous and voluntary. We will use this data age, years of service, numbers in each tier, financial loss, your employment/retirement plans, etc. to prepare a report to reflect **how these changes will impact the campus**. Watch for an email with the link to the survey. And PLEASE consider sharing your information so that we can accurately portray the true impact of these changes on all of us!
2. The committee will speak at the **January 12, 2020, Board of Regents meeting**. We want to report the findings of the survey as well as individual stories of how the pension changes impact individuals across campus. All are invited to attend the BOR Meeting and “put a face with the story” for the Board members. The committee wishes to respectfully share our stories with the Board in the hopes that our attendance will reflect the significance of our pension crisis.
3. CONTACT INFO: SC Pension Committee: staffcongresspension@nku.edu

Staff Congress wants to thank Faculty Senate for all your support.

Respectfully submitted,
Sue Murphy Angel
Staff Congress President

Benefits Committee Report

- Happy to report that we had 100% participation in Annual Enrollment.
- Any feedback regarding annual enrollment can be given to me at rayfordk1@nku.edu or via survey sent by Institutional Research.
- Please make sure you submit your beneficiary form to benefits@nku.edu before December 20th.

Question: Will a new prescription card be sent in the mail?

I believe yes but will verify to make sure. Natalie Gabbard advises that Humana will send cards if there were changes that were made to your plan. Express Scripts will be sending new cards should be late the week of December 16th.

Question: Regarding the Hartford beneficiary form, should we be emailing our social security numbers?

I believe social security numbers are not needed but will verify to be sure. Bruce Smith confirms that the social security number does not need to be on this form.

Information Technology Advisory Committee (ITAC)

Meeting Minutes

Date: 11/22/2019, 10:30 am, UC 135

Highlights to be shared:

MyNKU Project Activity – Don Stinson

Reviewed planned project activities. A few of the planned activities include yearly SAP updates, personalize and mobilize the faculty/staff sections, and e-transcripts. Item priorities may change due to the addition of a more critical item(s).

Product Adoption – Tim Ferguson

Requested feedback and suggestions on how to get faculty and staff to adopt new products quicker. Members generated many helpful ideas for IT to evaluate for use.

Distributed Technology Support – Staci Green

IT recently restructured their technical support teams. All academic buildings now have dedicated technical support staff located in them. This change encourages both new and existing collaborations between IT and the academic areas. There was very positive feedback on this change. Members suggested a few ways to increase the awareness of in-building technical support.

Subcommittee Updates

Student Focused committee met. They are looking at possible ways to develop student involvement in ITAC.

Next Meeting: 1/31/2020, 10:30 am, UC 135

Sustainability Committee

Meeting Minutes – November 2019

Highlights:

- NKU has joined the Cincinnati 2030 District and is the first organization in Kentucky to do so.

Other Discussion:

- NKU has joined the Cincinnati 2030 District, an international network of cities developing a new model for urban sustainability. The Cincinnati 2030 District accelerates the development of sustainable buildings by breaking down market barriers, encouraging collaboration, and assisting members in the deployment of innovative sustainability solutions. The goals of the district are to reduce energy and water consumption by 50%, transportation emissions by 50%, and improve occupant health by 50% by 2030. Joining the district fulfills part of NKU's Sustainability Strategy to expand external partnerships that inform NKU sustainability efforts and strengthen our regional impact. Being a member will also contribute to the Success By Design Career and Community Engagement pillar by opening up opportunities for students with internships, projects, or otherwise.
(<https://www.2030districts.org/cincinnati>)
- Reminder that we recycle batteries and ink cartridges. Battery drop off locations are: Norse Commons main office, SU & UC help desks, Library main desk, and AC 726. Please separate and tape lithium-ion batteries before dropping off. Small quantities of ink cartridges can be sent with your NKU mail carrier in the outgoing mail. Large quantities can be dropped off at Central Receiving or a work order submitted for pick up.
- For more information, visit NKU Sustainability:
(<https://inside.nku.edu/sustainability.html>)
- **Tip of the month:** Switch off your computers, monitors, printers, unplug coffee makers, etc., during the holiday break. They still use power in stand-by mode so you will save energy and save NKU money by turning them off for the 2 week break.

Transportation Committee

A great deal of discussion was held about the closing of part of Lot F, which is where the new residence hall is going to be built. Conversation centered largely on where to move students that would normally be parking in this half of the lot. There was also discussion of possibly

adding more electrical vehicle charging stations if funding becomes available. Discussions are ongoing.

Employee Engagement and Wellbeing Committee

A "Building Trust" workshop with Sandra Spataro will be offered in April to continue the momentum from the first Leading Change series.

Pension Committee

Meeting Minutes

Date: 11/18/19 – 1:30-2:30, UC 414

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

Highlights to be shared:

- Prepared for help session on 11/21/19

Time	Location
9:00 am – 10:00 am	Steely Library 235 [CITE]
11:00 am – 2:00 pm	Student Union 302
7:00 pm – 8:00 pm	Steely Library 235 [CITE]

Date: 12/2/19 – 1:30-2:30, UC 4105

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

Guest: Adam Caswell

Highlights to be shared:

- 11/21/19 "Help Session" was a success.
 - Had over 33 people attend all three sessions
 - Good feedback
- Adam Caswell shared status of legislator and bills they are working on. Not much has changed. Waiting on new governor to be inaugurated on 12/10. Will then reach out to legislators to begin work on bill reinstating "employee choice" OR possible Tier differential (Tier 1 stay-Tier 2 leave).
- Next "Help Session" is 12/17/19

Time	Location
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9:00 am – 10:00 am	Steely Library 235 [CITE]
11:00 am – 1:00 pm	Steely Library 240 [CITE]
7:00 pm – 8:00 pm	Steely Library 235 [CITE]

Next Meeting: 12/10/19 – 2:00-3:00, UC 414

Question: Would January be a good time to bring in Adam Caswell?

Lori is in contact with him all the time asking for updates and he has an open invitation to come to our meetings at any time. Executive council will keep in contact and will reach out to Adam when we would like him to attend again.

Question: When can we expect the first report from the company that is going to help us evaluate our liability to the retirement system?

The decision has been made it has just not been announced yet. Per December 16th email from President Vaidya Sibson Consulting is the company that will work with us, Eastern Kentucky University, and Western Kentucky University to help us analyze the options presented to us in HB1. There is obviously a great deal of analysis to be done here and we hope to be able to move quickly in making the decision.

Question: Will the info be made public?

It is the hope that in some form all the information concerning pension and what goes into the decision regarding HB1 be made public in some form. Transparency should continue throughout the process and more information to come from both the university and the pension committee.

Question: Is it possible to get the calculator that Inna Pylyayeva put together to send out to the group as a whole?

Yes.



Inna Calculator.xlsx

****From Inna****

Attached is the calculator I have been using. It is convoluted, and it is a lot, but I do have instructions for every step. When you plug in your numbers, it will calculate your losses. The important thing to keep in mind when you are running your comparisons is to use the same retirement date for comparing your numbers – for ex. If you plan to retire at 27 years of service, run your numbers ‘if we stay in the system’ VS ‘we exit the system’ with that same retirement date. I ran mine for 27 years of service and then I ran another comparison for 65 retirement. I hope this makes sense.

Roundtable Committee

The event is set for February 13. The qualtrics form has been sent out to staff congress members and it will be going out to all staff on campus. If we need to table in the Student Union to dig up questions and topics for the event we will. All members are encouraged to let your constituents know that the event is happening and that now is the time to submit your questions to the committee for consideration at the event. Watch for the link to go out to all staff soon.

New Business

Question: Is it possible to get the new hire packet entirely online?

More of it is online now than has been in the past. We will continue to look into putting more of it online the biggest problem currently is that we would have to have IT work with us to get the entire packet online and currently they are backlogged with projects. We are prioritizing parts of it as staffing allows for it.

Question: Is the I-9 form expired?

It is still being accepted but we will check to make sure it is all ok. Since this form has to be witnessed and signed it is possible to have someone on the other end as a proctor for us to have this form signed we have proctored for other universities in the past. Consult Ophelia or Lauren from HR with other concerns.

Several offices in the BC building were recently vandalized. A police report has been filed but keep your eyes open.

Announcements

The upcoming holiday break is a good time to fill out the form for staff congress scholarships. The scholarship committee encourages all members to look over the documents. Watch for an email forthcoming.

Student Affairs is looking into a philanthropy project collaborating with SGA and most likely Chartwells to have individuals donate a lunch swipe or enable students in need to buy a lunch at a reduced rate. Watch for further updates.