

**Members present:** Tina Altenhofen, Robert Alston, Cindy Ash, Mary Barry, Brandon Billiter, Chris Bowling, Tiffany Budd, Christopher Charnegie, Sara Conwell, Vicki Cooper, Ali Greer, Dave Groeschen, Mike Irvin, Sherri Jones, Constance Kiskaden, Beth McCubbin, AJ Miller, Krista Rayford, Emily Rudd, Kimberly Sanders, Steve Slone, Terri Smith, Anita Southwick, Lori Thaxton, Tori Vogelgesang, Diane Wallace, Kimberly Wiley, Christopher Witt

**Members absent:** Ashley Coates, Brenda Maldonado, Sue Murphy-Angel, Amberly Nutini, Ryan Straus, Gina Yoon

**Guests:** David Bauer, Janel Bloch, Grace Hiles, Lori Southwood, Jordan Murphy, Allison Schmidt

I. Call to Order at 1:01 PM

II. Approval of December 12, 2019 Minutes

Motion:	Lori Thaxton
Second:	Krista Rayford
Approved:	Voice Vote

III. Guests: Allison Schmidt, M.Ed, Program Coordinator, FUEL NKU - Feeding the University and Enriching Lives - [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 – Budget Committee Chair Dr. Janel Bloch - [report](#)
- D. Student Government Association – Jordan Murphy - [report](#)
- E. President’s Report – Sue Murphy Angel - [report](#)

V. Standing Committees:

- A. Benefits – [report](#)
- B. Constitution & Bylaws –
- C. Credentials & Elections –
- D. Outreach –
- E. Policies –
- F. Scholarship –

VI. University Committees:

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

VII. Ad-Hoc Committee

- A. Roundtable – [report](#)
- B. Pension - [report](#)

VIII. Old Business

IX. New Business

- A. Super Fuel Bowl – Now through February 3, 2020 [See Staff Regent Dave Bauer's report below](#)
- B. Staff Congress Representatives to serve on the search advisory committee for the Vice President Student Affairs position. [See President Sue Murphy-Angel report below](#)

X. Announcements

- A. The next Board of Regents meeting is January 15, 2020 in SU 104 at 9:00 AM. The pension committee will be presenting to the board at this meeting.
- B. Inaugural Student Success Summit and the 2020 NKU Innovation Challenge. Student Union Ballroom beginning at 9:00 AM Friday, January 17.
- C. NKU Norse Women's Basketball vs. Wright State – Friday, January 17, 2020 @ 7:00 PM in the President's Suite (9 & 10)
- D. NEXT MEETING is also the Administrative Roundtable event. February 13, 2020 at 1:00 PM in UC 375.

XI. Adjournment at 2:32 PM

Motion: Dave Groeschen  
Second: Chris Tambling  
Approved: Voice Vote

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Guests: Allison Schmidt, M.Ed, Program Coordinator, FUEL NKU - Feeding the University and Enriching Lives

Allison has been program coordinator for the program since June. Since the beginning, a large population that FUEL serves is the International Student Population. They find that generosity is abundant but sometimes it is necessary to adjust their ask. Adjusting the ask ensures that they get a variety of different foods. FUEL remains a food bank that does not have students prove their need. Hunger should not have a negative impact on student success. Some numbers this past year FUEL served 44, 800 lbs. of food to 1,160 unique students during 5,434 visits. Hours currently are Monday 10 AM to 6 PM, Wednesday 10 AM to 2 PM, and Thursday 10 AM to 6 PM. While these are the scheduled hours any student that has need is encouraged to reach out to Allison or Dr. Taylor who is the director of FUEL. Working around a student's schedule to meet the need is always an option. FUEL is considered THE model to set up a pantry. The office is staffed largely by student interns and this is designed on purpose. Students find it easier to open up to other students and the environment within the office is designed to encourage conversation. Hunger may just be the tip of the iceberg and there could be other issues that can be brought to light in this organic environment. Some of the items that are always needed for donations include dairy, fresh items, bottled water. They like to encourage variety in what is offered in the office. Any further questions or if you would like to set up a drive email [schmidta8@nku.edu](mailto:schmidta8@nku.edu).

**Question:** What is your nonprofit status?

Fuel is funded through the Foundation and are covered by their nonprofit status.

**Question:** Comment FUEL is also located on the Grant County Campus.

Some of the other community groups that we partner with include Mass Provisions, the Freestore Foodbank, Panera sends us items 4 days a week, Recently we've partnered with LeSoup.

**Question:** Do you have any weekend hours? How are you communicating with students when you have certain items?

No weekend hours or Friday hours yet to move the food along. When food is donated to us and not used we give it another chance by moving it to another food bank along the chain giving it another chance. We do our best to focus on sustainability in all of our operations. We continue to explore ways to market but there really isn't a good way to let students know we have a surplus of lettuce that we need to distribute. We have an intern who uses the wish App which is an application that international students use. The intern will send a message out to the group advertising specific items that are in the market.

**Question:** Do you accept monetary donations?

Yes, they are always encouraged. Should you decide to go this route reach out to Allison or Dr. Taylor they may be able to help you target your monetary donation to a specific need.

**Question:** The new NKU app allows students to sign up for push notifications. This could be a way to market items that are in the market.

We are always looking for more ways to market FUEL. The program is a wonderful outreach to help ensure continued student success.

### Board of Regents – Staff Regent David Bauer

The next Board of Regents meeting is next Wednesday January 15, 2020 at 1:00 PM in Student Union 104.

A couple of years ago we did a drive for FUEL NKU themed the Super Fuel Bowl. With Staff Congress interest, we would like to do it again. Look for a flyer and for an email from Staff Congress and from Grace about the event. You can contact the FUEL office and they will give you collection boxes. You can create your own collection boxes. Feel free to contact Dave and he will arrange for any items to be picked up and dropped off at FUEL. The drive will start now and will continue through February 3, 2020 the day after the super bowl. The department with the most lbs. of food donated will receive an ice cream social provided by the board of regents. Faculty Senate is also collaborating with us in this initiative watch for further updates.

**Question:** With that next week, being homecoming be aware of the opportunity to donate monetarily through a penny war between student organizations with funds being donated to FUEL.

### Administrative Liaison – Chief Human Resources Office Lori Southwood

#### January 2020 Staff Congress Meeting Report-Outs

##### Business Operations and Auxiliary Services:

- Nothing to report

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

- FY21 budget planning process continues. The requests for fixed cost, revenue, and fees went out in December and will be due back in mid-January. The budget request process was also initiated in early December.
- The RFP process for the pension services that we collaborated with EKV/WKV ended in October with 8 proposals received. The universities selected Sibson Consulting and will immediately begin working with them to analyze the options.

##### Facilities Management:

- Nothing to report

##### Human Resources:

- **Spring Wellness and Employee Engagement and Wellbeing Offerings:**
  - January 29: Passion Planner Part II: Level Up Your Planning Skills with Carolyn Noe
  - January 30: Foundations of Fitness with Airrosti

- February 4: Running/Walking Clinic with Airrosti
- February 5: A Fresh Perspective to a Healthier Lifestyle: I know what to do I'm just not doing it! With NKU Personal Wellness Coach Lyndsay Barto, R.D.
- February 6: Meditation Made Simple with Ashley Siemer, followed by a 30-minute weekly meditation practice every Thursday at noon
- February 12, 19 and 26: The Impostor Phenomenon & Self Leadership Strategies 3-Part Series Presented by Dr. Megan Downing, NKU Assistant Professor of Organizational Leadership
- March 4: The Science of Sleep presented by Christ Hospital Health Network Physicians
- March 17: Plantar Fasciitis Clinic with Airrosti
- March 18 and 25: Every-Day Mindfulness 2-Part Series presented by Cathy Wisher and Dr. Jennifer Sharp
- March 22: 2020 Heart Mini – join an NKU Team by February 24 to receive NKU branded t-shirt and race packet on campus.
- April 8: Building Trust and Connection at Work presented by Dr. Sandra Spataro
- April 15: Shoulder Clinic with Airrosti
- April 22 and 29: Lead in Your Sphere 2-Part Series presented by Carly Rospert, Director of Innovation & Impact at the Mayerson Academy
- All details and registration available at [nku.edu/wellness](http://nku.edu/wellness)

#### IT:

- IT will be incorporating Security elements into the annual NKU SafeColleges training. This will be reviewed by IT Policy Council, IT Advisory Committee, and others for feedback and adjusted accordingly.

Watch the signature line in IT staff email messages for monthly technology tips and tricks and other useful information.

#### **Overview Messaging (Talking Points from MarComm)**

- The university made the decision to close the Woodcrest Apartment Complex at the end of the Spring 2020 semester.
- The long term maintenance of preserving the buildings are not a cost efficient option, and as a public university- we have to be responsible with our funds.
- For the Fall 2020 term, we will have a capacity of 1,716 beds. With our current occupancy trends, we expect to have room for anyone wanting to live on-campus.
- Renovations and upgrades are being done to residence halls around campus:
  - Summer 2018: Kentucky Hall (mechanical systems, air conditioning, heat, bathrooms, paint, flooring)
  - Winter 2018: Boothe Village (significant internet upgrades, new fiber lines, doubled internet speeds)
  - Spring 2019: University Suites (new water heaters)

- Summer 2019: Commonwealth Hall (mechanical systems, air conditioning, heat, paint, flooring, new mattresses)
  - Summer 2020: Norse Hall (plumbing, stairs)
- NKU will also break ground on a new residence hall that is scheduled to come online in August 2021. The new hall will add 297 beds on campus.
- Applications for Fall 2020 residence halls are now open. Visit <https://housing.nku.edu/>.

### **Rationale for Closing and Closing Timeline (Talking Points from Housing)**

- We commissioned studies by THP Engineering and received reports in late November and early December that outlined escalating maintenance costs related to keeping the buildings open
- In consultation with University leadership, the decision was made in late December to close Oak and Sycamore immediately (end of January) and Willow by June
- We did not take this decision lightly and did our best to do our due diligence in determining the best course of action that provides maximum value to our students and minimizes disruption to their academic success
- We understand that this displacement is frustrating, but we have tried to be as timely and forthcoming with information to all of our students as we possibly could

### **Impact for Students**

- University Housing has space available for **all** residents in Oak and Sycamore (approximately 120 students)
  - Residents will not be forced to move home or to pursue off campus housing
- Woodcrest students who live in Oak and Sycamore
  - Students will move to their new homes the weekend of the January 24<sup>th</sup>
  - Moving companies have been hired to physically move the students' belonging. The students' just need to pack their items and the company will move all boxes and items for the student
  - Oak/Sycamore students will be compensated for the inconvenience
    - If moving to a lower cost option, the student will pay the lower cost option
    - If moving to a higher cost option, the student will pay the current Woodcrest rate and not the higher room rate
    - Students who currently do not have a meal plan will receive a free meal plan from University Housing valued at \$1000
    - Students who currently have a meal plan will receive an additional \$1000 form of compensation (e.g. Meal plan Flex dollars)
- Non-Woodcrest students and Willow students who are either accepting a new roommate from Oak/Sycamore or the Non-Woodcrest residents is consolidated with another Non-Woodcrest resident
  - Students who will be asked to consolidate will receive \$200 in Flex dollars
  - Students who are accepting a roommate will receive \$200 in Flex dollars

- The six Resident Assistants (RAs) who live and work in Oak/Sycamore will either fill vacant RA positions or will be assigned to special projects in University Housing
  - The RAs will still receive free housing, a meal plan, and a bi weekly stipend
- The Hall Director of Woodcrest will continue to oversee Willow and assist with other University Housing needs
  - There will not be a reduction of a staff member due to the closing of Woodcrest in June
  - One Hall Director began a new career opportunity effective January 8<sup>th</sup>- we will not replace her position until the new building opens in Fall 2021

## Executive Summary

- Headcount is up spring over spring, AOL continues to drive the growth but we are seeing some UG increases *6.6% 6.5%*
- Current enrollment has exceeded projection
- Estimated gross tuition revenue based off of projections is about 97% to goal and tracking ahead of last year
- College enrollment distribution continues to change CHHS and COB increasing their share and COI dropping share
- Continuing Graduate enrollment is tracking ahead of last year, with new student enrollment performing better in Graduate. Continuing UG is down approximately 300 students over last year *14,556 last yr -236 vs -517*
- First spring retention is tracking ahead of last year, with this year's goal being 91% to be on the path of 75% by fall. COB is tracking behind the pace of the other colleges
- College progress to degree-seeking enrollment (sans AOL) is averaging 91.9% percent to goal with CAS, COB, and CHHS tracking behind the average
- STEM+H performing well overall due to HHS but all other representative colleges experiencing declines
- URM and in-state still tracking positive compared to other demographics
- Preview of admissions funnel current outcomes versus census last year; transfer and graduate seeing gains
- Planning and outreach underway to address early areas of underperformance

**Question:** Where students told by an email over the break? Seemed kind of rushed with the announcement.

The information needed to be distributed as soon as possible once the decision was made. Housing has set up a separate phone line and email for those that are effected. Encourage students to reach out to Arnie Slaughter with any further questions.



**Question:** How often are the buildings inspected?

We can find that answer out. Regular reports as to the condition of the buildings are given to Housing. Regular walkthroughs happen in all of the buildings. They have known for some time that Woodcrest needed work but the recent inspections showed the issues were worse than initially thought.

**Question:** Has there been an official statement? Could the university community and those that meet with students be given some talking points?

We will keep this in mind for future endeavors. Since the news media has it, a media release went out with talking points most likely from Marketing and Communication. Again, any student questions please send them to Arnie Slaughter or David Berland.

## February 2020 Staff Congress Report Outs

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

- Nothing to report

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

- FY21 budget planning process continues. Budget request process is being discussed for prioritization recommendations with the budget governance committees (CUA & BEC). Recommendations will then be discussed with President/Cabinet. Fee requests & tuition discussions to continue over the next couple of months. State budget will continue to be determined over the next couple of months.
- We have begun working with Segal Group (formerly Sibson Consulting) on the analysis of our pension options.
- We will be working with PNC Bank who was selected through the RFP process as our banking partner for the ID Card/bank branch/ATMs and Depository/Treasury Services over the next several months to implement the new processes. Expected to be in place by end of April 2020. US Bank will continue to be our banking partner for the Procurement Card.

### **Budget Office:**

- Providing data and analysis for the 6 month historical budget to actual assessments
- Quantifying the Revenue and Fixed Cost for the FY21 Budget
- Updating the FY21 Fee Schedule
- Creating written procedures for key processes
- Working with various NKU stakeholders to prepare the FY21 Proposed Budget

### **Facilities Management:**

- Nothing to report.

### **IT:**

- Procurement and IT have a new process for acquiring technology. Please visit the procurement homepage and click [IT Purchases Form](#) to request hardware or software.



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

The next Faculty Senate meeting is January 27, 2020. This will be an election meeting, as we will be electing our new president.

### Student Government Association – Jordan Murphy

Some of our upcoming events. We are planning our Rally for Higher Education coming up March 3, 2020. We have several resolutions in the works and one that is being worked into 1<sup>st</sup> draft. We also have to fill some vacant seats on Student Government. We are going to join Staff Congress and Faculty Senate in the Super Fuel Bowl and we are planning a joint philanthropy event with Wright State University when our basketball teams play.

### President's Report – Sue Murphy Angel

Watch for an email from Sue regarding the basketball game in the President's box on Friday January 17, 2020. Email Sue if you are interested in attending the game.

We are seeking Staff Congress representatives to serve on the search advisory committee for the Vice President Student Affairs position. If you are interested in being considered for this committee, please email Sue or Steve to get your name to the powers that be.

### Benefits Committee – Krista Rayford

Make sure to check your first paychecks in January to ensure that what you signed up for during open enrollment is what is being deducted from your paycheck. Contact Bruce if there are any concerns. An email was sent out recently about new prescription cards coming from Express Scripts. It is possible to change your Health Savings Account contribution at any time you just need to fill out a form. You can only make changes to your Flexible Spending Accounts once a year. Let Human Resources specifically Bruce know of any problems you are encountering. Digital W2s are now available.

### Employee Engagement and Wellbeing – Tori Vogelgesang

Spring Wellness and Employee Engagement and Wellbeing Offerings:

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### Roundtable – Sara Conwell

#### Roundtable Committee Report

##### Highlights to be shared:

- As of today, we have 16 submitted questions for the event
  - Will highlight again in 'This Week'
  - Qualtrics survey will close on 1/30/20 at 5pm
- In order to try and receive more questions, tables are reserved in SU the week of 1/21-1/24 (Tuesday-Friday) from 10:30am (set up) until 1pm.
  - Is this something we feel we need to do to gather more talking points/overarching themes concerning staff?
    - If so, Sara will need volunteers to help her man the tables each day. Sara can provide the ballot box and laptops for those who wish to submit a question.
- Format of the Event:
  - Welcome and Power Point presentation by Sara outlining SC and Roundtable history
  - Welcome by President Vaidya

- Table discussions
  - Introductions of SC members and opportunity for us to discuss our individual committees, the work we're doing in each, and the goals for the year.
  - Chance for Cabinet members to introduce themselves and highlight anything they are working on at the moment/what their job consists of.
  - Refer to questions/themes submitted by staff
    - Roundtable Committee members will monitor time and record answers to be compiled after the event
      - Can write, type, record on phone—whatever is preferable to you.

**Other Discussion:**

- Staff Congress did not feel tabling was needed, so Sara cancelled the reservation.
- It was also suggested that questions not fully answered at last year's Roundtable event be re-explored for follow-up. Sara will work on that, but prior Roundtable Q&A' information is in SC website for anyone to review for follow-up questions.

**Next Meeting: 1/31/20 at 9am in UC 414 to finalize questions/themes, along with seating arrangement and food/drink options**

**Pension – Kimberly Wiley**

We are finalizing our presentation for the Board of Regents meeting next week on January 15, 2020. We would like to invite all staff to please attend the meeting and sit in the audience. Meeting begins at 1:00 PM and you should be in place by around 12:45 to ensure you get a seat. All staff are invited to present a professional united front.