

**Members present:** Tina Altenhofen, Cindy Ash, Brandon Billiter, Chris Bowling, Ashley Coates, Sara Conwell, Vicki Cooper, Ali Greer, Sherri Jones, Brenda Maldonado, Beth McCubbin, AJ Miller, Sue Murphy-Angel, Krista Rayford, Emily Rudd, Steve Slone, Terri Smith, Anita Southwick, Ryan Straus, Lori Thaxton, Tori Vogelgesang, Kimberly Wiley, Christopher Witt

**Members absent:** Robert Alston, Mary Barry, Tiffany Budd, Christopher Charnegie, Dave Groeschel, Mike Irvin, Constance Kiskaden, Kimberly Sanders, Felicia Share, Tori Vogelgesang, Diane Wallace, Gina Yoon

**Guests:** David Bauer, Janel Bloch, Grace Hiles, Lori Southwood, Mike Hales, Lyna Kelley, Ande Durojaiye, Sean Rainey, Ryan Padgett, Diana McGill, Inna Pylyayeva, Ashish Vaidya

I. Call to Order at 1:01 PM

- II. Approval of January 19, 2020 Minutes
- |           |               |
|-----------|---------------|
| Motion:   | Chris Bowling |
| Second:   | Vicki Cooper  |
| Approved: | Voice Vote    |

- III. Voting Item: Lyna Kelley, Coordinator, Events & Programs, Kentucky Center for Mathematics to fill vacancy caused by resignation of Amberly Nutini, Assistant Director, ELOC Program.

Motion:	Kimberly Wiley
Approved:	Voice Vote

IV. Guests:

- A. Ashish Vaidya, President
  - 1. General Update - [report](#)
- B. Mike Hales, Interim VP for Admin. Finance and CFO
  - 1. Budget Update - [report](#)
- C. Kim Scranage, Vice President, Enrollment & Degree Management and Ryan Padgett, Assistant Vice President Enrollment & Student Success
  - 1. Strategic Enrollment Management Plan - [report](#)

V. 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 -
- D. Student Government Association –
- E. President's Report – Sue Murphy Angel - [report](#)

VI. Standing Committees:

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

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VII. University Committees:

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

VIII. Ad-Hoc Committee

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

IX. Old Business

X. New Business

- A. Update on National Women's History Month – Sherri Jones - report

XI. Announcements

- A. Earth Week April 20<sup>th</sup> through the 24<sup>th</sup>. Earth Day is April 21<sup>st</sup>.
- B. April 23<sup>rd</sup> is The Who concert on campus. \*\*Parking Alert\*\*

XII. Adjournment at 3:17 PM

Motion:	Lori Thaxton
Second:	Kimberly Wiley
Approved:	Voice Vote

Ashish Vaidya, President

Dr. Vaidya wanted a few minutes right at the beginning of the meeting to assure all staff that as soon as decisions are made regarding how the University will be dealing with these challenging times those decisions would be communicated to the campus. We need to be as proactive as we can to address the health and safety of our campus community while also helping our students on their graduation path. We may not have all the answers at this time but there is a fluidity to our thinking. For the time being it's best to limit large groups of people and to encourage social distancing. We need to focus on still being ourselves by enhancing our focus on things that make our university unique. We live in an interconnected world.

**Question:** Will we increase teleconferencing to reduce chances of staff exposure?  
We will constantly be looking for new and inventive ways to conduct business.

**Question:** We just heard from the president about extending spring break. He did not mention about how that change applies to staff. There are many staff that are concerned about coronavirus and would like to work from home to minimize their contacts with others. Whether we are allowed or not, we would like to know reasons/rationales for the decision. There is no confirmed case yet in this region, that does not mean we do not have any cases, we just do not know yet.

A little background into the thinking. The decision to extend spring break by a week was mostly to ensure that the colleges and the deans had the necessary time to make the transition from in person classes to all online courses. We needed more time to make this a reality. As for a message to staff, we are developing one, which will be released soon to give more specific guidance to staff. As this situation continues to develop watch for more messages as we become accustomed to the new normal we are all dealing with.

**Question:** Should we send students home if we see them congregating in buildings?  
No. Campus is open so students may be on campus. Should you feel comfortable you can take the opportunity to remind them about proper social distancing.

**Question:** Will the dorms remain open?  
Yes, students may stay in the dorms however, they are also welcome to go home and housing will make arrangements with them. The safety of our campus community is paramount.

For further updates as this situation continues to develop or any questions or ideas you may have visit <https://www.nku.edu/covid19.html>.

Mike Hales, Interim VP for Admin. Finance and CFO

## **Budget Review FY 2020-21**



**Question:** How will issues with Coronavirus fit into the budget?

Obviously, we have not taken that into account yet. There will be emergency funding but we will be keeping track of any and all costs associated with these changes. We will dip into reserves as a last resort.

**Question:** Any word on compensation increases?

We intentionally left that information blank because as soon as we released something it would be all over the news. We remain focused on Success By Design and it's pillars. Keep in mind that tuition doesn't go to compensation. We have asked for CPE to give us a 2 year cap on tuition raises as they've done in the past to help make this planning process easier.

**Question:** Just a general observation that parking is going up again. With little in the way of compensation increases parking increases effect the lowest paid at the university quite negatively.

There is ongoing conversation about possibly adjusting the ranges for parking. Parking will also be moving to a pre-tax deduction instead of a post-tax deduction. Conversations are ongoing.

**Question:** Is there an update as to the possibility of getting shift differential at all times and not just for time worked?

It is not a simple yes or no on this issue. Not all schools provide shift differential for employees. There is conversation of possibly hiring 2<sup>nd</sup> shift employees it at the shift differential rate but that poses a problem if employees work across shifts. Conversations are ongoing.

Further questions or comments regarding Mike's presentation should be directed to Sue Murphy-Angel. Sue will gather them and send them to Mike for review.

Dian McGill, Dean, College of Arts and Sciences; Sean Rainey, Executive Director, Planning and Institutional Research; Ande Durojaiye, Vice Provost, Undergraduate Academic Affairs

This presentation is available to any on campus community members however, it is a internal facing presentation and as such can not be released to the public. The main focus of this presentation is alligning our retention efforts with the Success by Design pillars. We all have a part to play in the retention and persistance of our students.. Staff are encouraged to note that no matter you role at the university we all play a vital role in the success and graduation rates of our students.

Dave Bauer, Staff Regent

We have not met since the last Staff Congress Meeting. The next meeting is March 18, 2020 in the ballroom. There will be a pension and legislative update at this meeting.

Lori Southwood, Chief Human Resources Officer

### **Staff Congress Meeting Report-Outs**

#### **March 2020**

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

- Nothing to report

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

- FY21 budget planning process continues. Divisions reviewing budgets during March. Presentations to staff congress, SGA, and faculty senate constituents to take place during March to solicit feedback on the process. Finalize budget in April for board recommendation in May.
- Continuing to work with Segal on pension options and impacts.
- Finalizing contract negotiations with Charwell's for new 10 year contract to take effect July 1, 2020
- Continuing to work 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. Expected to be in place by end of April 2020.

#### **Budget Office**

- 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:**

- The Master Planning project is nearing the end of the phase dealing with reviewing and analyzing current conditions. When the planners from ASG (Ayers Saint Gross) return to campus next month, they will begin dialog to facilitate development of concepts. It is encouraging to note that participation by students, faculty, staff, alumni and the community has been high and very productive.
- Jon Prabell, an NKU alumnus, who was selected after a national search, as the new Director of Operations & Maintenance, is scheduled to start on March 16<sup>th</sup>.

**IT:**

- Due to scheduled maintenance, NKU will have a **service** outage Friday March 13, during spring break, from midnight to 2:00 am. During this maintenance window, **all services** requiring authentication will be unavailable. This includes, but is not limited to Canvas, Outlook, myNKU, and Office 365. Questions may be directed to the [IT Help Desk](#).
- Technology purchases need to go through an IT vetting process to ensure compliance and security. Visit the [Procurement webpage](#) to find the [form for IT Purchases](#).

**Human Resources:**

- We have been conducting Retirement Education sessions in February and March. Anyone interested in attending can sign up using the [IT training registration site](#). Employees can also show up to any of the sessions and sign-in. Benefits sent out an email in January with the dates, times, topics and locations of all sessions.
- Starting April 1, W2 reprints will happen daily.
- As you are aware from the president's and provost's updates, there is a cross-divisional team closely monitoring the coronavirus or Covid-19 situation. HR will have representation on the university-wide committee and we will also be creating an HR committee to monitor and address any HR specific issues relating to Covid-19.

- The annual performance evaluation period is March 1, 2019 to February 29, 2020. Completed evaluations are due to Human Resources by **Thursday, April 30, 2020**. The performance review form is available on the HR website listed under *Manager's Tool Kit* in the [Employee Development section](#). We have two forms available, fillable or handwritten.
  - We have made some changes to the evaluation form to better align to our Strategic Framework, Success by Design.
  - HR will be offering training classes in March for new supervisors who have not previously participated in the review process; however, all supervisors are invited to attend. Training will be held on **Tuesday, March 17 from 1:00-3:00pm** and **Thursday, March 26 from 2:00-4:00pm**. Space is limited, so please register using the [IT training registration site](#).

**Annual Compliance Training:**

- On February 19, you should have received an email from Safe Colleges with a link to the 2020 Annual Compliance Refresher course. The course will only take about 30 minutes to complete and must be completed by **Friday, March 20**. If you have questions or need assistance with accessibility, please contact [Lindsey Christian](#) or [Cathy Dewberry](#).

**VP & Chief Strategy Officer – from Bonita Brown:**

- **Success by Design Updates**
  - The Innovation Challenge winners are busy working on their projects. Funds have been released to them and they have begun implementing.
  - For SBD, the Implementation Teams, each team has submitted a proposed list of projects. The SBD steering committee, consisting of all co-leads and Cabinet Champions, met Thursday, February 27<sup>th</sup>, to review and assess projects. The plan is to make sure these projects are impactful and not duplicative or burdensome on individual departments so that work can begin.

**Government & Community Relations – from Adam Caswell:**

- See Pension Options Summary (attached)

**Question:** The evaluation went from 5 categories down to 3. Why was the question evaluating our supervisors included on the evaluation? Is the evaluation form the time for such a conversation?

We have made changes to the form stating that this question is optional. The goal was just to encourage constructive conversation between supervisors and employees. By narrowing the categories to narrow the focus of the process. Please engage in the exercise and bring your

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feedback on the process to us as we are constantly looking for ways we can make the process better.

**\*\*The Summary is imbedded below\*\***



**NKU Staff Congress: Pension Discussion**  
**February 13, 2020**

Since passage of House Bill 1 in the summer Special Session of the General Assembly, an internal NKU team has been assessing the options provided in the legislation. These options are:

- **Hard Freeze:** Move all employees out of KERS and into our defined contribution plan and payoff our unfunded liability as determined by KERS
- **Soft Freeze:** Leave all Tier 1 and Tier 2 employees in KERS, move Tier 3 employees out of KERS and payoff our unfunded liability as determined by KERS
- **Status Quo:** Leave all employees in KERS and be subjected to the employer contribution rate estimated to rise from 49% to 93%

Since passage of HB1, Governor Andy Beshear and legislators have proposed other pension alternatives in the current 2020 General Assembly that may provide NKU more options. The following pension-related legislation is currently being deliberated in Frankfort:

**Governor Beshear's budget proposal re: KERS participation**

- o Restricts NKU and other universities quasi-agencies from exiting KERS under HB1 provisions
- o Increases KERS contribution rate from 49% to 84% and appropriates funds to cover half the cost of that increase. For NKU, it would appropriate \$5.9 million to us, and we would be responsible paying the other \$5.9 million.
- o Current status: this language was introduced in the Governor's proposed budget. The House is currently reviewing and expected to release their budget around March 1.
- **HB262/SB88**
  - o The bills were introduced as "companion bills", meaning they are identical in content and filed in their respective House and Senate chambers so both bodies may deliberate on them.
  - o This legislation allows the hard and soft freeze options granted within HB1 to be applied separately to Tier 1 and Tier 2 employees. Tier 1 employees would be able to remain in KERS (soft freeze) while Tier 2 employees would exit (hard freeze).
  - o Current status: filed in both the House and Senate, and awaiting hearing in respective committees.
- **HB171**
  - o This legislation would be the new "status quo" option. If we elected not to exit via hard or soft freeze, we would move to "liability based funding" instead of the current practice paying a percentage of payroll.
  - o It's expected the costs for NKU under this new funding method would be similar to what we currently pay at 49%.
  - o Current status: passed House State Government Committee unanimously, and expected to be heard soon in House Appropriations and Revenue Committee, followed by a full House vote for passage.

Sue Murphy-Angel, Staff Congress President

**From:** Provost Sue Ott Rowlands  
**To:** NKU Campus Community  
**Subject line:** CPE Program Review Update

Colleagues:

Our NKU leadership team participated in a two-day program-review workshop on March 2 and 3 with representatives from the Kentucky Council on Postsecondary Education (CPE) and Gray Associates, a higher education consulting firm.

As part of the academic program review cycle, CPE contracted with Gray Associates to develop a data-informed review method to evaluate new and emerging programs, as well as current programs. The purpose is to use data to understand student demand, job opportunities, competitive intensity and program economics.

The process uncovered some good news and exciting opportunities for us:

- Data presented in the workshops affirmed the effective management of our academic portfolio, which contains few low-enrolled programs relative to other institutions. Virtually all of our programs (96 percent) are yielding positive financial contributions.
- The group generated a list of possible new programs which will be vetted thoroughly by faculty before any final recommendations are made.
- Data presented during the workshop resulted in nearly 20 programs identified for future growth, 47 programs identified to be sustained and a small number of programs to be reviewed and strengthened.
- None of our programs were identified to be discontinued.

The recommendations coming out of the workshops are preliminary in nature and will be finalized through consultation with and input from the faculty and leadership of the departments, schools and colleges. This process will take place over the next several weeks with an April 15 deadline for final recommendations. I will keep you updated throughout the process.

For more information on the review process, please [visit the CPE website](#).

Sincerely,

Sue Ott Rowlands  
Provost and Executive Vice President for Academic Affairs  
Northern Kentucky University  
859.572.5788  
[sottrowlands@nku.edu](mailto:sottrowlands@nku.edu)

**Benefits Committee**  
**Meeting Minutes**

Date: 02/27/2020, 2pm-3pm, Griffin Hall 340  
Present: Krista Rayford, Diana Wallace, Vicki Cooper, Brandon Billiter, Terri Smith  
Absent: Christopher Bowling  
Guests: Natalie Gabbard

**Highlights to be shared:**

- Employee Appreciation Week is coming!!!
  - Monday, March 23 – Kick-off dessert reception
  - Tuesday, March 24 – Spirit Day
  - Wednesday, March 25 – Wellness Wednesday
  - Thursday, March 26 – Breakfast/Dinner
- At this point, especially with the uncertainty of KERS going forward, they do not foresee any big changes for 2021.
- Pharmacy Benefit Update – in response to feedback regarding the changes, NKU Benefits has provided step-by-step instructions in hopes to alleviate the growing pains. It's important to know, especially if you don't regularly get prescriptions, the new process. The biggest thing is **DO NOT USE YOUR HUMANA CARD** for prescriptions. Instead, refer to the handout provided.

**Other Discussion:**

- NKU Benefits would like to schedule a time to present at a 2020 Staff Congress meeting. Once SC Exec Team confirms a good time, we will confirm with Natalie Gabbard and Bruce Smith

**Next Meeting: 3/26/2020, 2pm – 3pm, Griffin Hall 340**

## **Pharmacy Benefit Update**

As you have heard, we have partnered with a new pharmacy vendor – Know Your RX with Express Scripts.

**Know Your RX** is a team of pharmacists that will help you get the most out of your pharmacy benefit. They provide:

- FREE prescription counseling
- Lower cost alternatives
- Contact with your physician for lower cost alternatives
- Help with mail order
- Answers to questions about side effects, drug interactions, and over the counter medications

Contact them Monday – Friday, 8am to 6pm at (855) 218-5979 or (859) 218-5979

**Your Express Scripts plan covers the medicine your doctor prescribes, just like your health plan covers your doctor visits. Express Scripts makes taking prescriptions safer and more affordable.**

You should have received a NEW pharmacy card. If you did not, please call **800-771-6613** to order replacement cards. **IMPORTANT: your Humana card will not work at the pharmacy; you must show your Express Scripts card.**



For additional information, you can register with Express Scripts at [www.express-scripts.com](http://www.express-scripts.com) or download the mobile app to sign up for home delivery and to manage your account. Click [here](#) to get started. By registering, you will be able to:

- Manage your prescriptions and claims
- Save on medicine – they will get you the best price from retail pharmacies
- Order medicine delivery and track shipments online
- Find a convenient network pharmacy
- Price medication
- And more...!

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## Credentials & Elections Committee

### Meeting Minutes

Date: 2/19/20, 2:30-3:30 PM, GH 340  
Present: Tina Altenhofen, Beth McCubbin, Emily Rudd  
Absent: Cynthia Ash, Brenda Maldonado  
Guests: Grace Hiles

#### Highlights to be shared:

- The committee reviewed the upcoming nomination and voting processes.
  - The call for nominations will open Friday, March 13 and close Friday, March 27.
  - Nomination flyers have been posted across campus.
  - Digital signage announcements have also been posted.
  - An announcement for the call for nominations has been posted in This Week.
  - We received approval for a raffle prize drawing for all staff who participate in voting this year. The prize will be \$50 in AllCard funds.

**Next Meeting: 4/18/20 2:30-3:30 pm, AC105**

## Scholarship Committee

We are currently gathering information from Financial Aid and will be reaching out to the committee and moving the award process forward in the near future.

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

Date: 1/31/2020, 10:30 am, UC 135

**Highlights to be shared:**

**A5 Microsoft Office Licensing Update-Erik Stagg**

Discussion about the effect on retiree's relative to the Microsoft licensing adjustments and the additional software available to NKU with the A5 licensing. Presented Microsoft Teams as a tool that can support multiple activities including conferencing and project management/tracking.

**Student Survey Review-Bert Brown**

Feedback discussion prior to sending out the 2020 Student Survey. Suggestions included adding questions on printer locations and discipline specific software availability in open labs for students. The survey is targeted to release in mid-February and close prior to spring break. IT will provide a summary of survey results at the April meeting.

**Desktop Security Package Update-Jason Allen**

Presentation centered on Cybersecurity training. Will become part of the annual overall University compliance training. Jason will provide ITAC members with a "test" of the training to get their feedback.

Received an update on the overall endpoint security package. Moving forward with encryption and screen timeouts; the other two items, administrator rights and 2 factor authentication will also move forward, but at a slower pace.

**Classroom Upgrade Plans-Bert Brown**

Bert Brown presented an overview of an annual process for smart classroom upgrades. The idea is to turn this into an annual program with predictable timings/funding. Bert also shared specific rooms identified for this year's upgrade process. It was decided that the ITAC Hardware subcommittee would meet to discuss creative options for classroom upgrades. New approaches are needed to fit with the needs/available funding.

**Microsoft Teams Overview of IT "Projects" - Bert Brown/Nick Pearson**

Presented an overview of Microsoft Teams focusing on the features of MS-Teams and how IT uses it to track projects. Due to the overall interest in exploring MS-Teams further, an MS-Teams instance will be created for ITAC. The initial use will be to share agendas, minutes, and meeting presentations.

### **Subcommittee Updates**

The Student Focused subcommittee met with Student Government to share the vision for this subcommittee. It was received, positively. An application process for membership has been developed and we plan to have students involved beginning with the fall semester.

**Next Meeting: 2/28/2020, 10:30 am, SU 104**

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

Date: 2/28/2020, 10:30 am, SU 104

### **Highlights to be shared:**

#### **IT Website Redesign - Jennifer Taylor/Tim Rieskamp**

The redesign focus is to make the site easier to use, reduce the number of clicks and allow users to quickly access help. The new design will include a status dashboard that displays any campus systems issues.

#### **Steely Library Systems Review - Darla Pangburn**

Assisting Steely Library with systems review. Dean Falcone wanted feedback on areas to improve to insure students, faculty and staff can find and get what they need. Looking at the functionality and any needed improvements in their website, network-wired and wireless, hardware, software, and audio/visual equipment.

#### **myNKU Project Updates – Don Stinson**

Brief project status updates given on large projects, work queues and reporting.

### **Subcommittee Updates**

#### Student Focused

Did not meet but continue to work with Student Government on student team concept and how to encourage meaningful student participation.

Hardware

Looking at Smart Classroom upgrade process to come up with recommendations. Due to the very high expense of upgrades, the most difficult issue is determining what upgrades each classroom should receive to meet differing department needs.

Electronic Media

CITE is providing a campus public portal video space utilizing Kaltura MediaSpace Video Portal.

**Next Meeting: 3/27/2020, 10:30 am, UC 135**



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**Sustainability Committee**

**Meeting Minutes – February 2020**

**Highlights:**

- April 22 is the 50<sup>th</sup> Anniversary of Earth Day

**Other Discussion:**

- Most of the Earth Week events (Apr 20-24) are being cancelled due to the university switching to online classes for the remainder of the semester. We may try to plan something else specifically for the students in housing.
- Energy Performance contract work completed
  - Total savings during construction phase (Feb 2019 – Jan 2020): \$471,408. This is 144% higher than guaranteed in the contract.
- NKU Sustainability partnered with Housing to donate 355+ beds, desk, chairs, ovens, and more from Woodcrest to be reused instead of sent to landfill. More will be donated when the last dorm is closed. Many items will go to needy families in Cincinnati through New Life Furniture.
- For more information or to sign up for our listserv, visit NKU Sustainability: <https://inside.nku.edu/sustainability.html>
- **Tip of the month:** Once food is harvested, it starts losing nutrients and enzymes that help keep our bodies healthy. Locally sourced food will have more nutrients than food shipped from far off states and countries, as well as a lower carbon footprint. Additionally, non-organic food can contain pesticides that pollute our soil and water and has been shown to have harmful effects on our body. Try to eat local, organic foods whenever possible to help improve your health and the environment.

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*Transportation Committee*

**Meeting Minutes – February 2020**

**Highlights:**

- Reminder: April 23 is The Who concert. Traffic will be extremely heavy on and around campus.

**Other Discussion:**

- Half of Lot F is scheduled to close in April to begin construction of the new residence hall. There are ongoing discussions about where to redirect students to park during the construction phase.
- Faculty who park in reserved spots near the baseball field are again having issues with baseball families parking in their spots. While ticketing helps, the staff are asking for preventative measures rather than reactionary ones.
  - [Curtis Keller] Every year we struggle with baseball parking. Please relay to Staff Congress that we had (7) directional signs out for baseball and issued (29) citations yesterday to those that ignored those directions. Prepping the signage and strategically placing it around campus certainly constitutes a “preventative” measure. Unfortunately, we do not have the resources to staff all the lots during baseball games and tournaments. I also inform Chris Hafling year after year that we receive complaints from faculty and staff during baseball season. We continue to do what we can to mitigate issues while accommodating guests to the university. I am certainly open to rational suggestions that may help to resolve the issue.
- There were concerns about tailgating starting before the close of business in Lot D and making it difficult for faculty/staff to get to their cars. They are also concerned about their cars being damaged during tailgating. They asked if tailgating could be mandated to start after 5 pm.
  - [Curtis Keller] The only comment I have with regards to the tailgate Friday is that it was pre-approved by Arnie Slaughter’s office. I am certainly happy to relay the Staff Congress complaint to Arnie.

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## Roundtable Committee Report

### Highlights to be shared:

- January: The Committee met on 1/31/2020 to finalize questions as well as to run through the format of the event.
- February: The Roundtable event went smoothly, and the change in format seemed to have been appreciated by President Vaidya.
  - We did have some campus community members attend the event, so we will need to communicate that differently in the future (if event remains closed to the public).
  - We did have some Roundtable Committee members that did not attend the Roundtable event. This caused some scrambling to find alternate note takers on the spot for some SC members.
    - Please consider stepping down from the Committee if you're unable to attend the event in the future.
- March: Thoughts/suggestions/comments regarding this year's format.
  - If you happened to take notes at your table, please forward them to Sara.
  - Due to COVID-19, Staff Congress will forego offering a public forum to discuss/recap the event.
  - All notes from the event will be compiled and posted on the SC website.

### Other Discussion:

- Sara will work with President Vaidya on getting a date set for the 2020-2021 SC Roundtable Event. Stay tuned for further information.

### Next Meeting:

## Pension Committee Meeting Minutes

**DATES: January- early March 2020**

**UPDATES:**

- E-mail to staff with update regarding pension issues.
  - Staff Survey – sent out on Tuesday, 3/10. Two ways to respond. Encourage all to complete and submit. So far we have over 250 responses. Deadline to respond is 3/20.
  - Legislative updates:
    - SB88/HB262 – Tier 1 in/Tiers 2-3 out/Letters to senators/representatives
    - HB 171 – Good for NKU...change the way we pay.
      - Requested call to action to call Frankfort to voice support.
    - HB 592 – New bill introduced on 3/2 that proposed that the decision be put off for another year. Adam feels there is not much support for this bill. We sent emails to Senate Standing Committee State & Local Governments asking for their support.
  - Shared link for KY Legislative updates on bills
  - Meeting with Billy Matthews – Rand Paul's field rep for NKY.
  - Staff Governance at other universities:
    - ECU – Training people for credentials should they need to move to another retirement system.
    - Morehead – leaving KERS not an option for them. Employees BS and above in KTRS/No BS in KERS.
  - More training sessions for employees if needed.
  - BOR Meeting on 3/18 – Pension and Legislative Update. Encouraged all staff to attend. Meeting was recorded and live streamed for those who can't attend. Heard from two different groups regarding the pension situation.
  - Prepared "Call to Action" email to encourage staff to reach out to Legislators to ask them to support HB171 and/or HB 592.

Greeting from the Staff Congress Pension Committee,

First, we want to apologize for not keeping you all updated since we returned from the holidays and the legislative sessions began! But there have been a lot of "moving parts" to the pension situation and we are still trying to stay on top of things. Of course, all of the issues are still "up in the air" and no definite decisions have been made and won't be finalized until the legislature submits the budget on 4/1/20. However, we have been working over the past few weeks on a few items and wanted to share with all staff.

- We have created a Staff Survey that will be distributed early next week to hopefully gather information regarding the “climate” on campus regarding the pension situation and how it is now/will in the future affect the staff on campus. There are two options to submit your response...either paper or electronic. All responses are COMPLETELY ANONYMOUS! We are not requesting any personal information...just answers to questions we can gather and share with NKU Administration to show them how this situation is affecting staff. We graciously urge you to **PLEASE** complete this survey so that we can present an complete and united message to leadership! The more info we have, the better picture we have of how we all feel! So be looking for the message with links to the survey early next week! ☺
- We have been staying in contact with Adam Caswell for updates on the happenings in Frankfort regarding the pension situation.
  - SB88/HB 262 are in the works. These bills are very similar and are a modification to last year’s HB1 that would enable Tier 1 to stay in KERS and Tiers 2 & 3 to move to the defined contribution plan. NKU staff hoped for an employee choice bill because everyone’s situation is different and there is not a one size fits all solution. Unfortunately, that appears to not be a consideration any longer. There are approximately 237 Tier 1 employees, 168 Tier 2 employees, and over 300 Tier 3 employees. Tier 1 employees stand to lose hundreds of thousands of planned retirement dollars if forced out of the KRS retirement system. NKU’s Tier 1 employees have proudly served in Kentucky’s higher education system for at least 12 years with over 4,400 total years of combined service to NKU and the State. And 82 of those employees have served for at least 20 years. It is too late in their careers to make up for those dollars lost in a new 403B savings plan. And while some may not, most Tier 2 and 3 employees would benefit from the move. They would hopefully have more time to build funds in the TIAA plan.
    - These bills were introduced by Senator Schroder and Representatives Hart and Maddox, all from NKY. The committee sent e-mail messages to nearly 60 Senators and Representatives asking for their support of these bills and thanking them for their efforts on behalf of KY employees. These legislators are members of the Senate Standing Committee State & Local Governments, the Special Committee on Public Pension Working Group, Senate Leadership, House Leadership and the House standing Committee for State Government.
  - HB 171 in another bill that has passed the House and is now with the Senate. This bill would change the way the funds paid into KERS by universities are determined. This would be good for NKU if we stay in the system because it would basically keep our contribution rate the same, around 49%, and it would not be raised to 90% or more. The Kentucky Government Retirees group has requested a “call to action” in support of this bill. If you would like to participate, please see the message below on how to reach out.

*We are posting this Call to Action in support of HB 171. The bill passed through the House without a no vote. It has been reported that there may be some resistance to the bill in the Senate. HB 171 changes the way that pension liabilities are assessed to KERS non-hazardous employers. The current method relies on payroll growth to ensure KRS receives enough employer contributions. But we know that payroll has been declining for many employers, especially state government. This method creates an incentive for employers to reduce payroll. HB 171 calculates liabilities and assesses each employer proportionally. The KRS actuary says this level-dollar method will “significantly reduce” the risk of employers failing to sufficiently fund the plan. We will post the actuarial analysis in the comment section. HB 171 has been assigned to the Senate State and Local Government Committee. **This Call to Action consists of a phone message to members of the Senate State and Local Government Committee. Here is the phone number: 1-800-372-7181. Here is the message: “I support HB 171.”** Please Like or Comment after leaving your message and Share this message widely.*

- This link is for access to the KY legislature site for current information on the bills. You can track the bills as well as keep up with what’s going on in the legislature here: <https://legislature.ky.gov/Legislation/Pages/default.aspx>
- The committee met with Senator Rand Paul’s Field Representative, Billy Matthews. Billy is from this area and met with us to hear our concerns. While Senator Paul does not have any “influence” regarding KY state issues, he is still our representative and wanted to hear our concerns regarding the pension issue. We shared our concerns and facts/figures with Billy and he planned to share them with Senator Paul.
- The committee reached out to the Staff Governance of other universities in KY sharing what we are doing here at NKU asking for information about how their institution is “leaning” regarding the pension situation and requested any information they could share. We heard from ECU and Morehead so far.
  - ECU’s response: We received an e-mail response from Caelin Scott, Chair of their Staff Council. She was appreciative of the message we sent and the info we shared and thought they were wonderful resources. She shared, “At this point in time, ECU is waiting to determine actual costs before making any definitive decisions. As a preemptive measure, and in anticipation of what may come, our HR department has teamed up with Workforce Development to have cohorts go through the PEI, Professional Education Initiative. The conversation is that this initiative is setting individuals up with the credentials necessary to be moved to another retirement system should that end up occurring. However, we are continually being told the intended purpose of the PEI is simply to provide professional development opportunities for

individuals. It will be interesting to see if the mission of the initiative changes based on decisions made. Here an excerpt from the email that went out campus wide: *The Office of Human Resources will be implementing the PEI in conjunction with Workforce Education. Through this inter-office partnership, we will provide certificate trainings for ECU employees with job functions aligned to the training which will result in a professional certificate in areas of Workplace Safety, Computer Essentials and Customer Service. Although open to everyone who could benefit, the first cohort for the trainings will be those positions that historically have not required a post-secondary credential.*

- Morehead's response: Shaina Savard, the Staff Congress Chair, called Kimberly Wiley and they had a great conversation. She was impressed with how much we have done. They have worked with their President very closely and feel like he is very transparent with them and is very helpful. They proposed a resolution with their Faculty Senate asking their Administration to consider looking somewhere other than staff for cuts when they are finalizing their budget. They have had 15 layoffs and have lost others through attrition. But they are in a very different situation than us. Evidently any position on their campus that requires a degree contributes to KTRS and positions that do not require a degree contribute to KERS. And any new hires will not be contributing to KERS. And leaving KERS is not an option for them...they will just have to deal with the financial fallout of whatever happens with the legislature and hope there is room for negotiation depending on what happens with HB 171. I believe she said their portion would go up to over 120%! (Vs. us staying at 49%) I shared what we have been doing as far as educating our staff with the training sessions, us speaking at the BOR meeting, how we've worked with HR, how we have been kept informed via Adam regarding the legislature and how we reached out to legislators regarding SB88/HB 262. I told her about the calculator that Inna created and the survey we are preparing to send out to staff. She was "blown out of the water" with all we have done. She asked if I would mind sharing the survey and our speech and I emailed them to her. She also felt that they were not as informed as we are and wanted to try to keep in touch and work together, if possible, in any way we could.
- We held KERS/TIAA training sessions last Fall with good attendance. If any of you feel that you need help with accessing the KERS site OR if you have any other questions regarding your retirement options, please feel free to reach out to us...we are here to help!

That was a lot of information but we wanted to share what we know at this point. We will let you know of any updates as soon as possible. But right now we are just waiting to hear what happens in Frankfort...and that's unknown at this point! PLEASE, PLEASE, PLEASE consider



completing the survey. We want to be able to give Administration an account of the “climate” of campus and this is the best way we know how at this time!

We appreciate you all taking the time to review this message. Again, please let us know how we can help!

Your SC [Pension Committee](#)

Kimberly Wiley, Chair

Brandon Billiter

Ashley Coates

Vicki Cooper

Inna Pylyayeva

Terri Smith

Gina Yoon

Greeting from the Staff Congress Pension Committee,

In light of Wednesday’s Board of Regents Pension Presentation, **we are posting this Call to Action in support of HB 171 and HB 592. If you support these bills, please contact your legislators or call the legislative message line at 1-800-372-7181 and say “I SUPPORT HB 171 AND HB 592”.**

- If you don’t know who your legislator is, you can find out on <https://apps.legislature.ky.gov/findyourlegislator/findyourlegislator.html>
- You can also express your support to special pension-related committees and Senate Leadership:
  - Senate and House Leadership - <https://legislature.ky.gov/Legislators>
  - Senate Pension Committee - <https://legislature.ky.gov/Committees/Pages/Committee-Details.aspx?CommitteeRSN=366&CommitteeType=Special%20Committee>
  - Senate State & Local Government Committee - <https://legislature.ky.gov/Committees/Pages/Committee-Details.aspx?CommitteeRSN=82&CommitteeType=Senate%20Standing%20Committee>
  - House State Government Committee - <https://legislature.ky.gov/Committees/Pages/Committee-Details.aspx?CommitteeRSN=96&CommitteeType=House%20Standing%20Committee>
- **HOUSE BILL 171 – changes university contribution rate to the actual amount university owes – in Senate**
  - HB 171 is beneficial to NKU and most employees.
  - HB 171 would allow NKU to contribute what we actually owe.
  - With 171 passage, NKU’s contribution rate would remain the same as it is now (49%)



- This would be the most attractive financial option for NKU and would most likely result in NKU staying in KRS
- The bill passed through the House without a no vote, but it has been reported that there may be some resistance to the bill in the Senate.
- **Call 1-800-372-7181 and state “I support HB 171” or reach out to your senator**
- **HOUSE BILL 592 – extends deadline to exit KRS from June 30, 2020 to June 30, 2021** - in House
  - NKU NEEDS MORE TIME AND ADDITIONAL INFORMATION TO MAKE THE BEST DECISION POSSIBLE!
  - Too many pension bills are pending. Even if some decisions are made by April 1, that leaves the university with 21 business days to decide. If decision-making goes until April 15, that will leave NKU with 7 business days to decide what’s best for us. Fair?
  - As shared in the BOR meeting, KRS has refused to share with NKU pertinent information that was used in the calculation of each option for NKU. The price tag NKU received included a large sum for “inactive participants” that have left the university. Not having any information on these “inactives” means NKU would pay for them without knowing the amount is accurate. The situation is absolutely “ludicrous” as one of the regents accurately described. An extension would allow the university to consider an attempt to obtain additional information from KRS and challenge some of the calculations/assumptions.
  - The extension would allow many staff to earn an additional year of service, allowing some Tier I staff to reach the next threshold and some Tier III to get vested. This extension would be good for most staff.
  - With the COVID-19 emergency, the reality is that the university does NOT have enough information AND time to make the best decision possible. We don’t want more stress and uncertainty! But who wants to rush into this decision that will impact the university for the next 20-30 years and staff for the rest of their lives?
  - Our university and its employees deserve to have adequate time to analyze all data under most current legislation and make the best informed decision with the most positive outcome for everyone involved. This decision should not be made lightly or in a rush.
  - **Call 1-800-372-7181 and state “I support HB 592” or reach out to your legislator**

We appreciate you all taking the time to review this message. Again, please let us know how we can help!

Your SC Pension Committee  
Kimberly Wiley, Chair  
Brandon Billiter  
Ashley Coates  
Vicki Cooper  
Inna Pylyayeva

Terri Smith  
Gina Yoon

Dear Representative [Name],

We represent the staff of Northern Kentucky University (NKU) as members of the Staff Congress Pension Committee. We serve 237 Tier 1 employees, 168 Tier 2 employees and over 300 Tier 3 employees. **We write today to ask for your support for HB 592.**

Tier 1 employees stand to lose hundreds of thousands of planned retirement dollars if forced out of the KRS retirement system. NKU's Tier 1 employees have proudly served in Kentucky's higher education system for at least 12 years now, 82 of those employees have served for at least 20 years. It is too late in their careers to make up for those dollars lost in a new 403B savings plan.

NKU staff hoped for an employee choice bill because everyone's situation is different and there is not a one size fits all solution. For example, while many Tier 2 employees would benefit from the move, those who are close to retirement will not benefit and will lose thousands of planned retirement dollars. There are some Tier 3 employees who, after almost 5 years of contributions, are on the cusp of vesting. They would be forced to exit and will lose all employer contributions for those years.

We know our legislators have been working hard this legislative session with many pension bills introduced and discussed. Unfortunately, with many of them still pending, even if decisions are made by April 1, that leaves NKU with only 21 business days to evaluate all available options under most current legislature and make the best possible decision for everyone involved. This decision will impact NKU staff and their families for the rest of their lives, and it should not be made lightly or in a rush.

COVID-19 worldwide crisis complicates matters even worse. With the entire state being impacted, the coronavirus pandemic is another reason why the deadline should be postponed. While everyone is re-grouping and dedicating all efforts to ensure the safety and health of all Kentuckians, university focus has shifted, and pension has taken the back seat for now. All quasies, including universities will need more time to analyze pension related decisions thoroughly after we have successfully managed the current crisis and can return to our normal operations. House Bill 592 is the right thing to do under the current circumstances, and we ask for its passage.

Again, there are 700 employees overall at NKU with thousands of years of combined service to NKU and the State. In the grand scheme of things, this is a small number of constituents. However, passing HB171 will have a massive effect on their retirement futures. We ask for your support for this very important modification to the way NKU contributes to KERS.

We appreciate all of your efforts.

Thank you,

NKU Staff Congress Pension Committee  
Kimberly Wiley, Chair  
Brandon Billiter

Ashley Coates  
Vicki Cooper  
Inna Pylyayeva  
Terri Smith  
Gina Yoon

Dear Senator [Name],

We represent the staff of Northern Kentucky University as members of the Staff Congress Pension Committee. We serve 237 Tier 1 employees, 168 Tier 2 employees and over 300 Tier 3 employees. **We write today to ask for your support for HB171. If not HB171, then HB592.**

Tier 1 employees stand to lose hundreds of thousands of planned retirement dollars if forced out of the KRS retirement system. NKU's Tier 1 employees have proudly served in Kentucky's higher education system for at least 12 years now, 82 of those employees have served for at least 20 years. It is too late in their careers to make up for those dollars lost in a new 403B savings plan.

NKU staff hoped for an employee choice bill because everyone's situation is different and there is not a one size fits all solution. For example, while many Tier 2 employees would benefit from the move, those who are close to retirement will not benefit and will lose thousands of planned retirement dollars. There are some Tier 3 employees who, after almost 5 years of contributions, are on the cusp of vesting. They would be forced to exit and will lose all employer contributions for those years.

HB 171 would be very beneficial for NKU because the University could stay in KERS without an increase in the contribution rate. The rate originally proposed by KERS does not truly reflect our University's actual liabilities, and it is unfair to require NKU to pay more than we truly owe. A drastic increase in the contribution rate would force NKU to exit the system, resulting in significant losses of pension benefits for many of our staff. And if NKU stays in KERS, but unable to pay its contribution, the University may be facing a financial crisis resulting in layoff, cutting services for our students, or even closing our doors.

Allowing NKU to pay its actual liabilities will ensure that our University can continue to serve the Northern Kentucky region and local communities while letting our dedicated staff preserve their hard earned retirement benefits.

Again, there are 700 employees overall at NKU with thousands of years of combined service to NKU and the State. In the grand scheme of things, this is a small number of constituents. However, passing HB171 will have a massive effect on their retirement futures. We ask for your support for this very important modification to the way NKU contributes to KERS.

**With all that being said...with the virus crisis and possible delays with legislation, HB 592 would be another good option to give everyone time to make the best decision for all concerned!**

We appreciate all of your efforts.

Thank you,

NKU Staff Congress Pension Committee  
Kimberly Wiley, Chair  
Brandon Billiter  
Ashley Coates  
Vicki Cooper  
Inna Pylyayeva  
Terri Smith  
Gina Yoon