

Members present: Tina Altenhofen, Keysha Alston, Robert Alston, Brandon Billiter, Tiffany Budd, Ashley Coates, Shawn Clark, Sara Conwell, Hanna Ferrenberg, Ali Greer, Dave Groeschel, Mike Irvin, Daniel Jones, Sherri Jones, Rae Loftis, Sue Murphy-Angel, Krista Rayford, Frank Robinson, Steve Slone, Diana Wallace, Terkerah Washington, Kimberly Wiley, Christopher Witt, Gina Yoon

Members absent: Peg Adams, Cindy Ash, Chris Bowling, Christopher Charnegie, Thomas Crabtree, Constance Kiskaden, Brenda Maldonado, AJ Miller, Rochelle Shields, Terri Smith, Ryan Straus

Guests: David Bauer, Janel Bloch, Lori Southwood, Grace Hiles

I. Call to Order at 1:02 PM

II. Approval of June 10, 2020 Minutes

Motion:	Krista Rayford
Second:	Ashley Coates
Approved:	Voice Vote

III. Voting Item: Election of President-Elect and Secretary

A. Steve Slone was elected Staff Congress President-Elect

B. Secretary election tabled to the August meeting.

Motion:	Tina Altenhofen
Second:	Sue Murphy-Angel
Approved:	Voice Vote

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

E. President’s Report – Sara Conwell - [report](#)

V. Standing Committees: - [report](#)

A. Benefits –

B. Constitution & Bylaws –

C. Credentials & Elections –

D. Outreach –

E. Policies –

F. Scholarship -

VI. University Committees: - [report](#)

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 –

H. Residency Review -

VII. Ad-Hoc Committee

A. Roundtable – [report](#)

B. Pension -

VIII. Old Business - **report**

IX. New Business

X. Announcements - **report**

XII. Adjournment at 2:29 PM

Motion:	Dave Groeschen
Second:	Bob Alston
Approved:	Voice Vote

Staff Regent Report – Dave Bauer

The Board of Regents held its annual retreat this week. Topics of discussion include the challenges that higher education has been facing for quite some time including enrollments being down, state budgets being down, also a renewed focus on the campus climate including inclusiveness. There was not a vote on a possible raise for the President. The President stated that had there been a vote he would have refused the raise in these uncertain times. A special shout out to Tiffany Budd for all of her work in helping the university save money on energy and utilities. Kudos Tiffany!

Administrative Liaison – Lori Southwood July 2020 Staff Congress Meeting Report-Outs

Business Operations and Auxiliary Services:

- Food and beverage services (was Chartwells) continues to plan for the August 3rd campus opening as well as the opening of the fall semester.
- NKU bookstore operations (Barnes and Noble) continues to be 100% operational in an online environment. They too are preparing for fall textbook sales and the public opening of the store on August 3rd.
- Mail operations continues to be open to the public, for mail and package pickup, and will continue to do so for the remainder of the summer.
- All food and beverage constructions have been put on hold and we will resume planning and construction in the fall.
- It was announced on Tuesday that the President's Cabinet has approved a 10% reduction in annual parking pass rates for the fiscal 2021 academic year. Full-time faculty and staff parking charges will be \$355.00 for regular parking and \$751.00 for reserved parking. At this time, there are no discounts being offered to part-time employees. Any faculty or staff member choosing not to renew parking privileges for the upcoming year must inform Human Resources of this decision to request that automatic payroll deductions be stopped.

VP A&F / Chief Financial Officer:

- FY20 year-end accounting close
- Finalize FY21 budget
- Continue to work on fall 2020 reopening plans for admin & finance areas
- Finalize PNC banking services contract

Budget Office:

- Perform reconciliations in preparation for FY21 Budget Load
- Work with HR to ensure salary reductions & furloughs are accurately reflected in the FY21 Budget
- Create a Budget Plan & Oversight guiding document

- Generate a Standard Budget Meeting document to help facilitate and guide budget discussions with Budget Officers and their areas
- Establish a Standard Monthly Budget reporting package of Budget to Actuals for normal budget range, all funds, and positions.

Facilities Management:

- The New Housing project is a very welcome sight, with construction activity in full swing—the building is scheduled to open for Fall of 2021.

IT:

- NKU's Mobile Application has a new profile specifically for faculty and staff! After logging in, you will see your benefits, Healthy @NKU app, paystub, email & more! The app is available for Apple & Android devices from the Google Playstore or the Apple App Store. See the IT website for more information or contact the IT Help Desk.
- September 27th is the revised date from Zoom for requiring all meetings to have a Passcode or a Waiting Room enabled. Zoom will enable a Waiting Room for meetings that do not have either a Passcode or Waiting Room enabled by **September 27th**.
- If you installed Malwarebytes on your NKU computer, please remove it. This is a free product only for personally owned computers. NKU managed computers with Malwarebytes will result in charges to NKU. Please contact the IT Help Desk for removal assistance.

Human Resources:

- Staff Congress representative supervisor letters were sent out on Monday via email.
- Salary reduction amounts for impacted employees have been calculated and are being processed in SAP. The percentage of cut is based on salary, according to the schedule announced (below) and will take effect from July 1, 2020. The first reduced amount will be reflected beginning in July pay check and will continue until June 30, 2021.

5 Furlough Days for STAFF making between \$50,000 and \$74,999
1.5% Salary Reduction for FACULTY making between \$50,000 and \$74,999
2% Salary Reduction for those making \$75,000 to \$99,999.99
3% Salary Reduction for those making \$100,000- \$119,999.99
4% Salary Reduction for those making \$120,000-\$149,999.99
6% Salary Reduction for those making \$150,000-\$199,999.99
8% Salary Reduction for those making \$200,000-\$249,999.99
10% Salary Reduction for those making \$250,000 and up

- Yesterday, July 15, furlough information was sent out directly to those impacted with directions about next steps. Those impacted will also receive another email from HR

with specific information for them which will be needed in order to request payment from unemployment on Sunday of the week payment can be requested.

- **Employees will not need to take action until the week AFTER their furlough.**

Payroll:

- It is imperative that all employees taking furlough time in July have their furlough time entered and approved by our deadlines. Unemployment is based on weekly gross earnings.
 - Monthly employees must be approved by noon on Friday July 17th.
 - Bi-Weekly employee must be approved by noon on Wednesday July 29th for the pay period of 7/12/20 – 7/25/20
- Time not coded correctly will result in getting paid which will most likely affect your ability to get unemployment.
 - Furlough days must be coded in Employee Self Service using the Unpaid Absence code, 3420.
 - HR will be sending step by step instructions directly to impacted employee early next week on how to proceed with unemployment.

Question: What do faculty need to do if they do not want their parking pass renewed?
Email HR if you need to make changes to payroll deductions. Parking passes are available now online log on to their portal and fill out the form for a parking pass.

Question: With the new steps put in place for Healthy at NKU will the NKU ap automatically update or do we need to download it again?
Should you find it giving you problems you may need to download it again. More info about the ap is coming. At the same time, keep in mind that all of the information found in the ap is also available through myNKU. You can enter the same information that you would in the ap in the same portal where you enter your working time. Time administrators will receive updates as to who has and not done the necessary screening.

Question: How will communication if someone contracts the virus be handled as we return to campus?
A good portion of the communication will be handled by the health department. NKU will of course assist the health department with contract tracing. Anyone who has been in contact with the person would be contacted by the health department.

Question: Hearing some rumblings that the facial coverings have to be NKU facial coverings is this true?
No. Any facial covering as long as it is not deemed inappropriate by NKU's dress code is allowed.

Question: What will be done if someone refuses to wear a mask?
We are expecting some level of pushback when it comes to this. Faculty and staff members would be subject to punishment through HR. Students would be handled through the student conduct office. We are going to put together a group to look into this further.

Thank you for your continued patience! Thank you for building each other up and helping us deal with challenges as they come. We are all in this together.

Faculty Senate – Janel Bloch

Faculty Senate does not meet in the summer time. I am the chair of the Budget committee for Faculty Senate and I make regular updates to Staff Congress. John Farrar is the new Faculty Senate President as we go into the fall. One item we were recently working on is looking at issuing a statement in support of Black Lives Matter. A suggestion arose to contact Cori Henderson with the Black Faculty and Staff Association to work on this statement. Watch for further updates.

President – Sara Conwell

- Announcement of Parliamentarian—Krista Rayford
- Congratulations to the newly elected officers—I look forward to serving with you this year!
- For those who may be considering running for Secretary at the August meeting, please let us know.
- Importance of Attendance
 - As a Staff Congress representative, it is important that you attend not only the Staff Congress meetings, but also your Standing/University Committee meetings, as well as the Presidential Roundtable Event, which is hosted by Staff Congress. Occasionally, Staff Congress may be invited to attend other events to represent staff as a whole. If so, it is important to try to attend, even if you may be unable to stay for the event’s duration.
 - If you are unable to attend a meeting, please let Grace or the Executive Team know ahead of time. This helps to give us a general idea if we will have quorum for the meeting.

Standing Committees

We held breakout rooms to determine chairs and regular meeting times for our standing Staff Congress Committees.

Benefits	Krista Rayford, Kimberly Wiley	Last Wednesday at 1:30 PM
Constitution & Bylaws	Tiffany Budd, Chris Witt	TBD
Credentials & Elections	Tina Altenhofen, Sue Murphy-Angel	3 rd Wednesday at 2:30 PM
Outreach	Keysha Alston	TBD
Policies	Frank Robinson, Shawn Clark	TBD
Scholarship	Sherri Jones, Dave Groeschen	TBD

University Committees

We held a discussion picking our representatives for all of the University Committees.

Benevolent	Kimberly Wiley
Food Service	Ashley Coates
ITAC	Daniel Jones
Regents Distinguished Service	Ali Greer
Sustainability	Tiffany Budd
Transportation	Chris Bowling
Employee Engagement and Wellness	Diana Wallace
Residency Review	Rochelle Shields

Old Business

Where do we stand as far as giving out scholarships? Applications were never received from Financial Aid. Lori will look into it. Sherri Jones who is the new chair of Scholarship will also help to ensure we can find out where the ball was dropped this past year. Robert Alston and AJ Miller will work with Sherri to get more info and ensure that we can give out scholarships as soon as possible.

Announcements

This is a big year for elections. We will elect a new staff regent this year. Anyone with interest in running for staff regent can reach out to current staff regent Dave Bauer or former staff regents on campus including Arnie Slaughter, and Eric Brose. Be prepared for a busy year with this upcoming election.