

**Members present:** Peg Adams, Tina Altenhofen, Keysha Alston, Robert Alston, Cindy Ash, Brandon Billiter, Chris Bowling, Tiffany Budd, Christopher Charnegie, Shawn Clark, Ashley Coates, Gina Combs, Vicki Cooper, Thomas Crabtree, Hanna Ferrenberg, Ali Hannig, Dave Groeschen, Mike Irvin, Daniel Jones, Sherri Jones, Constance Kiskaden, Brenda Maldonado, Sue Murphy-Angel, Krista Rayford, Frank Robinson, Rochelle Shields, Steve Slone, Terri Smith, Ryan Straus, Diana Wallace, Terkerah Washington, Kimberly Wiley, Christopher Witt

**Members absent:** AJ Miller

**Guests:** Becky Brown, Darryl Peal, Christopher Lawrence, Amy Clark, Chris Curran, Jennifer Taylor, Lori Southwood, Alex Navarro-Guzman, Cori Henderson, Inna Pylyayeva, Marquita Barron, Felicia Share, Madeline Rumker, Ross Brown, Annie Spaulding, Janel Bloch, Lou Stuntz, Emily Dobbs

I. Guests:

- Darryl Peal, Chief Diversity Officer & Title IX Coordinator - Bias Incident Response Protocol
- Dr. Christopher Lawrence, Associate Professor, Counseling; Dr. Amy Clark, Director of Student Counseling Services; Dr. Christine Curran, Biological Sciences; and Nita Vaidya - Mental Health Advisory Group

II. Voting Item: New SC Representative – Beth Lackey

Motion: Robert Alston  
Second: Vicki Cooper  
Approved: Voice Vote

III. Approval of October 8, 2020 Minutes

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

IV. Liaison Reports

- A. Board of Regents – Staff Regent (vacant)
- B. Administrative Liaison – Chief Human Resources Office Lori Southwood - [report](#)
- C. Faculty Senate – Budget Committee Chair Dr. Janel Bloch - [report](#)
- D. Student Government Association – Mia Dirks -
- E. President’s Report – Sara Conwell - [report](#)

V. Standing Committees:

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

VI. University Committees:

- A. Benevolent Association – [report](#)
- B. Food Service Advisory –
- C. IT Advisory Committee – [report](#)

- D. Regent's Distinguished Service Award –
  - E. Sustainability – [report](#)
  - F. Transportation – [report](#)
  - G. Employee Engagement and Wellbeing – [report](#)
  - H. Residency Review -
  - VII. Ad-Hoc Committee
    - A. Roundtable – [report](#)
    - B. Pension - [report](#)
  - VIII. Old Business - Robert Alston – BLM Staff Congress Resolution Draft
  - IX. New Business
  - X. Non-Member Discussion Period
  - XI. Announcements -
  - XII. Adjournment at 2:34 PM
- |           |                  |
|-----------|------------------|
| Motion:   | Brandon Billiter |
| Second:   | Ali Hanning      |
| Approved: | Voice Vote       |

### Guest – President Darryl Peal

Darryl Peal presented the Bias Incident Response Protocol (BIRP). Northern Kentucky University's Bias Incident Response Protocol advances NKU's commitment to create and maintain a university climate free of discrimination and to promote a learning and living environment for students, administrators, faculty and staff that is safe, inclusive, welcoming and respectful. Bias incidents are counterproductive to the educational mission and goals of Northern Kentucky University. The Protocol provides notification to the university of bias-motivated incidents and a process to address bias-motivated incidents that impact NKU students, administrators, faculty and staff. The Protocol has been developed to lend consistency and predictability to the University's response to such situations on campus.

The purpose of the Protocol is to ensure that NKU is an inclusive, welcoming, and safe learning and living environment for all students, administrators, faculty and staff by:

- Providing easily accessible methods for NKU students, administrators, faculty and staff to report bias-motivated incidents;
- Designating a body of university stakeholders to apply the Protocol;
- Recommending and providing institutional responses that provide support, education, and resources for NKU individual students and groups of students, administrators, faculty and staff impacted by bias-motivated incidents;
- Developing institutional responses that will comprehensively and transparently address the impact of bias incidents at the community level;
- Providing a structure and guidelines for consistently evaluating, assessing and responding to reports of bias incidents;

- Developing methods to inform the NKU community about the university's institutional response to reported bias incidents in a timely and informative manner, while remaining consistent with federal and state privacy protections.

More information can be found at <https://inside.nku.edu/inclusive/bias.html> and from the presentation notes attached to these minutes.

### Guest – Christopher Lawrence, Amy Clark and Chris Curran

Dr. Christopher Lawrence, Dr. Amy Clark and Dr. Chris Curran shared information about the Mental Health Advisory Group. The group was formed by Faculty Senate about a year ago to review the well being on campus. And the President made it part of a presidential initiative. The group is made up of members of Staff Congress, Faculty Senate, the Health Counseling and Student Wellness office and students and administrators. St. Elizabeth is part of the organization as well. The goal is basically to improve student mental health and wellness on the campus.

A survey will be mailed the week of 11/16/2020 asking questions about resources for students and training for staff when working with students, benefits for staff via EAP, and then demographic questions such as consider yourself staff or faculty, how long you've worked at NKU, etc. The goal of the survey is to find out how people on campus are doing and what particular need areas that people identify.

### Administrative Liaison – Lori Southwood

#### November 2020 Staff Congress Report Outs

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

- 2nd phase of SBARRO's construction will begin after the Thanksgiving.
- PNC Bank will begin construction, after Thanksgiving, of the PNC Center, virtual banking center, in the Student Union.
- Food and Beverage Services will be offering residential dining during the winter break to student living in our housing units.
- Construction plans for Qdoba are continuing to move forward. We hope to begin construction after spring break.

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

- Taking recommendation to board at 11/11 meeting to authorize president to sign ground lease with Fairmount properties to develop phase 2 of US27 mixed-use site. Construction is expected to begin late 2021 and occupancy is anticipated in spring 2023.
- Master plan being finalized with recommendation to board 11/11.
- Continue to work with Segal and Commonwealth Economics on the employee options and financing options with board recommendation 12/2.
- Procurement Services and the IT Finance Business Support Group have worked on a new vendor onboarding system. They have partnered with PaymentWorks to automate a process previously completed on paper forms. This new system will increase security

and reduce the potential for fraud. Verifications will be done digitally and in conjunction with other previously confirmed vendors in the PaymentWorks ecosystem.

- In October, NKU closed a bond issuance for refunding bonds and new money for housing renovations. The total issuance was a little under \$10 million and issued at an interest cost of less than 1.3%. The total savings on the refunding bonds was nearly \$600 thousand.

#### **Budget Office:**

- Beginning to distribute vacancy tracking report for each division during the second week of each month.
- Updating the Budget Model with FY21 Budget data and preparing summary documents.
- Scheduling Annual Assessment meetings to review FY21 1st quarter performance during the 2nd and 3rd weeks of November 2020.
- Updated the Compensation Worksheet used to calculate fringe benefits to ensure allocations to each department cover the actuals (no employee impact).

#### **Human Resources:**

- **Annual Enrollment is Going on Now till the end of Nov. 13<sup>th</sup>**
  - Annual enrollment is passive this year. This means that if you have current benefits you don't have to re-enroll during Annual Enrollment unless you are actually making changes to your current elections or opting out of coverage. **Due to IRS regulations, employees are required to reenroll in their Health Savings Account and/or Flexible Spending Account.**
- NKU received the 2020 Workplace Health Achievement Index Bronze Recognition from the American Heart Association. Employers who receive this achievement are recognized by the American Heart Association for their implementation of quality workplace health programs and culture of health best practices. For this national recognition NKU will receive a congratulatory letter from the American Heart Association CEO, Nancy Brown, a wooden plaque and window decal and recognition certificates.

#### **Facilities Management:**

- Nothing to Report

#### **IT:**

- WebEx will no longer be available for NKU effective January 31st, 2021. Users will have until then to login and download any saved videos. Any saved WebEx content will not be accessible after that and WebEx meetings will not be able to be scheduled after January 31st 2021.
- Phishing attacks for DropBox are growing significantly and arriving in NKU email. Please be vigilant and not respond to email messages for DropBox and do not download DropBox attachments to your NKU computer unless you are 100% sure they are legitimate.

#### **Intercollegiate Athletics:**

- The start of the men's and women's basketball seasons is set for [Nov. 25](#). We are awaiting confirmation on Horizon League schedules for both teams, as well as league protocol for regulations addressing COVID-19, and will then finalize non-conference games.

- After consultation with both the Campus Preparedness Team and the President's Cabinet, the decision was made to begin the 2020-21 men's and women's basketball seasons without fans in attendance at BB&T Arena through at least [December 31](#). A decision on attendance for the remainder of the season will be made at a later date.
- The NCAA has annually held a diversity and inclusion social media series. This year, it was held Oct. 27-29. Norse Athletics and its student-athletes continued its tradition of participating by sharing a collection of stories, as well as a pair of videos, highlighting the three topics presented as part of this year's campaign:
  - My Story Matters - Exploring student-athletes' identities, perspectives, and experiences.
  - I've Got Your Back - Showcasing student-athletes supporting each other to foster inclusive environments.
  - Together We Rise - Outlining personal action steps to inclusive excellence and celebrating collaboration across the campus community

#### **University Advancement:**

- Carmen Hickerson - new AVP for Economic Engagement and Government Relations started on Nov 4 - she is replacing Adam Caswell - she is joining NKU with 6 years as VP for Strategic Initiatives and Giving from Metro United Way in Louisville and previously was the VP for Communications and Public Affairs for Greater Louisville, Inc. (Louisville's Chamber of Commerce) for 10 years.

#### **Faculty Senate – Janel Bloch**

Janel Bloch shared the Faculty Senate at their last meeting had a detailed presentation on the sexual harassment policy. They had one voting item that modified the general requirement for an associate degree in integrated studies from 19 to 31 hours. They didn't actually change the requirement, just how its communicated.

#### **President – Sara Conwell**

- A. Recognition Website
  - 1. Working on finalizing everything
    - a) Having issues with receiving notifications of completion—IT is looking into this
- B. Interim Staff Regent
  - 1. Open Forum: 11/12/20 from 2:30-4:30
  - 2. Support fellow staff members
- C. [Campus Climate Survey](#)
  - 1. What can Staff Congress do in response to this?
  - 2. Submit recommendations on how to improve the campus climate here: <https://inside.nku.edu/inclusive/initiatives/campus-climate/feedback.html>

#### **nefits**

Krista Rayford shared that the Annual Enrollment wased open October 30! The portal will be open in MyNKU until midnight on Friday, November 13, 2020.

Annual Enrollment is your annual opportunity to reflect upon your current benefit elections and make any needed changes for the upcoming year. Annual enrollment is passive this year. This means that if you have current benefits you don't have to re-enroll during Annual Enrollment unless you are actually making changes to your current elections or opting out of coverage. Due to IRS regulations, employees are required to reenroll in their Health Savings Account and/or Flexible Spending Account.

We encourage you to visit the Annual Enrollment website to learn more about the benefit options available to you as an NKU employee. We have a new enrollment platform on MyNKU and you can find a video with enrollment instructions on the website.

### Credentials and Elections

#### Credentials & Elections Committee/Interim Staff Regent Report

Date: 11/12/2020 Zoom meeting  
Present: Tina Altenhofen, Sue Murphy-Angel, Grace Hiles  
Absent:  
Guests:

#### Highlights to be shared:

- 11 Candidates are in the running for Interim Staff Regent
- First Open Forum was held Tuesday, Nov. 10, 2020 at 10 am.
  - There were 80+ participants
  - The forum recording is posted on the Staff Congress website to review
  - All candidate Bio/Statements are posted on the Staff Congress website to review
- Second Open Forum to be held Thursday, November 12, 2020 at 2:30 pm
- Voting is set to begin Friday, November 13, 2020 at 8:00 am and end on Friday, November 20, 2020 at 12:00 pm
  - All eligible staff will receive an email ballot to vote for Interim Staff Regent
- Eligibility to vote for Staff Regent
  - Employee's primary assignment is categorized as staff
  - Staff member has successfully completed the 90-day probationary period
  - Staff member does not occupy on an interim basis a position which would be disqualified based on the above eligible requirements
  - Employee is not eligible to vote in Faculty Regent elections
- The results of the election will be shared with the candidates and the Office of the President of NKU before 4:30 pm on Friday, November 20, 2020

### Policies

Shawn Clark shared that they had a great meeting including Janel Bloch and students from SGA to learn more about the policy process. Policies under review now are the consensual

relationships policy and dress code policy. Please email Shawn or Frank Robinson with any policy questions.

### Benevolent

Kimberly Wiley shared that the Benevolent Committee continues work on the cookbook. Jim Parker reached out and shared that the students working in Fuel NKU have shared their own recipes via video. We are working to see how we can collaborate with them for the cookbook. There was also a suggestion to possibly start a Canvas Cookbook course.

### IT Advisory Committee

Dan Jones shared that they finished the two-factor authentication testing and are looking for volunteers for faculty and staff. If you want to be a volunteer, you can contact Jason Allen at [allenjas@nku.edu](mailto:allenjas@nku.edu).

### Sustainability

#### October 2020

#### Other Discussion:

- Campus Sustainability Month has wrapped up. We had good attendance for the virtual events and received very positive feedback about the 80 Acres Farm presentation and Rumpke Recycling workshop. The recordings of these events will be added to the [sustainability](#) website soon.
- Even after the buildings reopened, NKU is continuing to save on utility costs due to less energy and water usage overall.

I sent out a survey to students and my sustainability listserv asking for feedback on sustainability at NKU. The two predominant themes were: improving recycling and making the campus more aware that we have a sustainability office. Most of these comments came from students. Please share with students and/or your colleagues that we do have a sustainability office and they are welcome to contact me or my student anytime with questions or ideas.

<https://inside.nku.edu/sustainability.html>

### Transportation

#### *Transportation Committee*

#### Meeting Minutes – October 2020

- Parking revenue is down. There is enough reserve to keep things going for now but it will become a struggle for parking as the pandemic continues.
- Due to the shortage in facilities personnel, not all parts of campus will be plowed during snow events. Sections of lots and garages will not be plowed, as well as non-main



pedestrian areas. Please take extra caution when walking around campus if there is snow or ice on the ground.

- We discussed EV Charging stations and implementing a charging policy next summer to help address the issue with those who monopolize the stations for the entire day.

### Roundtable

Steve Slone shared that the Roundtable event is scheduled for February 11, 2021 for 1:00-3:00 pm. This is scheduled during our regular Staff Congress meeting. Steve is working on the survey and hope to have it up and active in November.

### Pension Committee

Kimberly Wiley shared that members of the SC Pension Committee presented to the Board of Regents at their meeting on Wednesday, December 11, 2020. Kimberly Wiley, Brandon Billiter and Inna Pylyayeva shared the concerns of staff and advocated for a call to action for the soft freeze option. The committee continues to meet bi-weekly with Lori and Mike and the SC Executive Team to discuss the pension issue.

### Old Business

The BLM Staff Congress Resolution was submitted for consideration. However, because Staff Congress has never proposed a resolution, the Executive Team elected to make sure that there were at least a couple of readings before a vote. And were ready for a poll vote but unfortunately Zoom did not cooperate. A motion to move the vote to the next meeting was made by Krista Rayford and seconded by Peg Adams.

### New Business

Thomas Crabtree shared information about the vending machines. It has been reported that they are dispensing expired products and not giving people's money back. Also, the Bursar's office is not refunding money like before. And the card readers are not working on some machines. Lori Southwood stated she would talk to Andy Meeks and report back to the group.

Brenda Maldonado also asked about custodians having to pay for parking while they have to be on campus when others working from home do not have to pay for parking. Lori Southwood said she would discuss this question with Mike Hales and the President's Cabinet.



# **Bias Incident Response Protocol**

Staff Congress Meeting  
November 12, 2020

**Darryl A. Peal**, Chief Diversity Officer & Title IX Coordinator



# Introduction

- Northern Kentucky University's Bias Incident Response Protocol advances NKU's commitment to create and maintain a university climate free of discrimination and to promote a learning and living environment for students, administrators, faculty and staff that is safe, inclusive, welcoming and respectful.
- Bias incidents are counterproductive to the educational mission and goals of Northern Kentucky University.
- The Protocol provides notification to the university of bias-motivated incidents and a process to address bias-motivated incidents that impact NKU students, administrators, faculty and staff.
- The Protocol has been developed to lend consistency and predictability to the University's response to such situations on campus.

# Purpose

The purpose of the Protocol is to ensure that NKU is an inclusive, welcoming, and safe learning and living environment for all students, administrators, faculty and staff by:

- Providing easily accessible methods for NKU students, administrators, faculty and staff to report bias-motivated incidents;
- Designating a body of university stakeholders to apply the Protocol;
- Recommending and providing institutional responses that provide support, education, and resources for NKU individual students and groups of students, administrators, faculty and staff impacted by bias-motivated incidents;
- Developing institutional responses that will comprehensively and transparently address the impact of bias incidents at the community level;
- Providing a structure and guidelines for consistently evaluating, assessing and responding to reports of bias incidents;
- Developing methods to inform the NKU community about the university's institutional response to reported bias incidents in a timely and informative manner, while remaining consistent with federal and state privacy protections.

# Application and Jurisdiction

- The Protocol applies to incidents that occur at NKU on any property owned or controlled by Northern Kentucky University. The Protocol also applies at any NKU-sponsored activity and when a reported bias incident adversely affects NKU students, administrators, faculty and staff.
- This Protocol supplements, and does not replace, the duties of university offices or units that currently respond to reported incidents of harassment and discrimination involving members of the university community.
- **Please note:** The bias incident response protocol and team are **not a judicial (or disciplinary) hearing board** or judicial body that adjudicates or holds students, administrators, faculty or staff accountable.
- All interventions will respect the rights of all parties involved and will comply with appropriate University policies and procedures. Content area experts and partners will be consulted for guidance on specific issues as needed.

# Bias Incident Response Team (BIRT)

- The purpose of the Bias Incident Response Team (BIRT) is to provide support and outreach, education, and resources to individual students and/or groups of students, administrators, faculty and staff who have been impacted by a bias-motivated incident.
- Additionally, the BIRT may recommend training, mediation, restorative justice, or campus-wide discussions on concerns related to the bias incident.



# Bias Incident Response Team (BIRT)

The BIRT is composed of faculty members and representatives from the following offices and student stakeholder groups:

- Faculty
- Office for Student Accessibility
- Student Affairs/Center for Student Inclusiveness
- Office of Human Resources
- University Police
- Health, Counseling, and Student Wellness
- Student Conduct, Rights, and Advocacy (SCRA)
- University Housing
- Office of Title IX
- Office of the Vice Provost for Undergraduate Academic Affairs
- International Student and Scholar Services
- **Student representatives** from African American Student Initiatives, Latino Programs and Services and LGBTQ Programs & Services

# Two Different Types of Reports

There are two different types of BIRT reports: **INFORMATION ONLY** or **TAKE ACTION**

**INFORMATION ONLY** reports are used to track trends and help determine patterns across campus. Reporters who submit Information Only reports have no expectation that the University will take any action. The intent is to make the University aware of the incident or incidents. However, if the incident reported rises to the level of a violation of University policy or policies, the University may have an obligation to investigate.

**TAKE ACTION** reports are forwarded on to the appropriate University official for further review and/or possible investigation, (the incident rises to the level of a violation of University policy or policies, the University may have an obligation to investigate).

Those University officials include, but are not limited to: Dean of Students Office, Office of Inclusive Excellence, Office of the Provost, Human Resources, or University Campus Police. Reporters who submit Take Action reports are indicating a desire that the University take some sort of action.



# University Response

- The Chief Diversity Officer (“CDO”) receives online reports and conducts an assessment to make an initial determination regarding the type of conduct described.
- If the conduct described appears to violate an applicable University policy or criminal law, the report will be referred to the appropriate University official for review and may result in investigation or other action taken.
- If the reported incident is not referred to another office, the CDO will work with the “Bias Review Team” (a sub-set of the Bias Incident Response Team) to develop a response furthering a safe, inclusive, welcoming, and respectful campus climate, such as providing survivor assistance through referrals or by identifying a “support liaison” who will provide necessary support and resources to the survivor.
- When appropriate, the “Bias Review Team” will convene all members of BIRT to determine any additional actions that will be planned and implemented by appropriate staff members, such as instituting training, mediation, restorative justice, or campus-wide discussions on concerns related to the bias incident.

# What Has Been Updated?

- Expanded previous Protocol to include faculty, staff and administrators
- Updated the reporting process to include two different types of bias incident reports: Information only or take action.
- Added student representation to the bias incident response team.
- Revamped the University response process to include assessing the incident and determining it's severity and impact in the following areas:
  - Individual or targeted group
  - Residents of some or all residence halls
  - Other specific segments of the NKU community, such as units/departments and colleges
  - The greater community beyond NKU

# What Has Been Updated?

- Added survivor assistance process
  - It is essential that the survivor receive support after the incident and is provided with available resources to assist with any emotional, mental, and/or physical impact.
- Added review and assessment process
  - Each bias incident is unique, and the University must assess the particular facts and circumstances of the incident in order to determine the appropriate response.

# Next Steps

- Bias incident response protocol is being reviewed by:
  - Inclusive Excellence Council
  - Staff Congress
  - Black Faculty and Staff Association
  - Campus Police
  - Students from Underrepresented Minority and diverse communities are giving it a second read
- NKU legal council has completed their review
- Faculty Senate review forthcoming
- Implementation Spring Semester 2021

The image features a white background with decorative elements in the corners. In the top-left and bottom-right corners, there are overlapping yellow and white geometric shapes, including triangles and rectangles. Some of these shapes have a fine, dotted pattern. The word "QUESTIONS?" is centered in a large, black, serif font.

QUESTIONS?