

Members present: Peg Adams, Keysha Alston, Robert Alston, Cindy Ash, Brandon Billiter, Chris Bowling, Tiffany Budd, Christopher Charnegie, Shawn Clark, Ashley Coates, Gina Combs, Sara Conwell, Vicki Cooper, Dave Groeschel, Ali Hanning, Daniel Jones, Sherri Jones, Constance Kiskaden, Beth Lackey, Sue Murphy-Angel, Krista Rayford, Frank Robinson, Rochelle Shields, Steve Slone, Terri Smith, Ryan Straus, Diana Wallace, Kimberly Wiley, Christopher Witt

Members absent: Tina Altenhofen, Thomas Crabtree, Hanna Ferrenberg, Mike Irvin, Brenda Maldonado, Terkerah Washington

Guests: Lori Southwood, Janel Bloch, Grace Hiles, James Parker, Carmen Hickerson, Connie Seiter, Felicia Share, Jennifer Taylor, Lou Stuntz, Nathan, Pam Reichelderfer, Tracy Bell

- I. Approval of December 20, 2020 Minutes

Motion:	Diana Wallace
Second:	Christopher Witt
Approved:	Voice Vote

- II. Liaison Reports
 - A. Board of Regents – Staff Regent Interim - James Parker
 - 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](#)

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

- IV. 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 –
 - H. Residency Review -

- V. Ad-Hoc Committee
 - A. Roundtable – [report](#)
 - B. Pension - [report](#)

- VI. Old Business

- VII. New Business

VIII. Non-Member Discussion Period

IX. Announcements -

XII. Adjournment at 1:54 PM

Motion: Sherri Jones
Second: Vicki Cooper
Approved: Voice Vote

Staff Regent, Interim – Jim Parker

No report. Preparing for next week's meeting.

Administrative Liaison – Lori Southwood

Business Operations and Auxiliary Services:

- The 2nd phase of construction has been completed on our SBARRO's Italian Restaurant.
- Construction is 99% complete on our video-banking operation, which will be located on the plaza level of the Student Union.
- Other food and beverage construction plans are now in development.

VP A&F / Chief Financial Officer:

- Beginning processes for FY22 budget. Six-month assessment reviews being scheduled for mid-February with divisions/colleges.
- Second stimulus bill signed in December is expected to bring additional grant funds to NKU to help address student financial needs and offset COVID impacts to NKU. We should know in next few weeks the amount we will receive and how the funds will be able to be used.
- Working with pension bond issuance work group consisting of individuals from NKU, our underwriters (Morgan Stanley), our financial advisors (Commonwealth Economics), our bond counsel (Dinsmore & Shohl), and the State's Office of Financial Management to work towards a possible bond issuance in early March 2021

Budget Office:

- Working through the FY22 Budget Timeline of Planning Revenue Estimates, Planning Operating Budgets, and Fixed Costs by 1/26
- Evaluating the FY21 Fee Schedule as a basis for the FY22 Proposed Fee Schedule by 1/26
- Preparing for Six-month assessment meetings the week of 2/15 and 2/22
- Various other priorities

Facilities Management:

- Nothing to Report

Human Resources:

- **KERS Cessation Data Submission Update:**

- As a part of the KERS cessation NKU was required to provide a list of anyone that has ever worked at NKU that participated in KERS.
 - This is a massive data collection effort and required an all hands on deck approach from multiple departments across campus. This involved many late nights and weekend work by the HR department to ensure NKU meets the required deadlines.
 - In addition, our partners in IT and the Steely Library were instrumental in helping HR obtain and borrow the necessary equipment needed to review historical archived records.
 - Significant portions of the electronic records were submitted before the holiday break and the remaining records will be send as soon as available this month.
 - This task completion would not have been possible without the highly collaborative effort from all involved.
- **Wellness:**
 - **Mark Your Calendars and Register for Spring Wellness Events Beginning January 19**
 - Wellness is back with new health and wellbeing supports for faculty and staff. We will continue in the virtual space with conversations with the NKU Personal Wellness Coach, guided meditation practices, stretch breaks with Airrosti, and conversations with Dr. Megan Downing, NKU Assistant Professor of Org Leadership about Impostor Phenomenon. You can also join a free, self-paced class MIND 001 Everyday Mindfulness: It's Easier Than You Think with Dr. Mark Wasicsko. Details and registration [online](#). (Upcoming Classes and Events page on University Wellness website)

IT:

- An SAP security enhancement has been implemented. Now W2s will have only the last 4 digits of employee SSNs showing. (the first 5 digits will be Xs)
- Due to a significant increase in phishing scams, please ask everyone to pass the word to be alert for phishing scams. Attackers are getting better and more convincing. If there is any question about legitimacy, please forward the message to abuse@nku.edu

Vicki Cooper asked about Employee Performance Evaluations and whether there would be any changes and how quickly we should expect to receive the forms. Marquita Brown that HR is in the process of completing the forms and they should be rollout closer to the end of February.

Tier III question about options regarding leaving their funds in KERS or rolling it to TIAA. Employees have through the end of August to decide. All Tier III employee, whether vested or not, will have access to both their contribution and NKU's contributions whether they leave their funds in KERS until retirement age OR transfer to TIAA.

Faculty Senate – Janel Bloch

Janel Bloch had no report. Next meeting January 18, 2021.

President – Sara Conwell

1. Question submission to SC question portal:
 - a) Need more support for Tier 3
 - b) Locating and identifying current information on our website
 - c) Not inclusive

2. How Can Staff Congress work on this?
 - a) Invitation to attend meetings—open to public
 - (1) Will begin putting reminders into This Week
 - b) Will review our website and see where we can condense information or make the information readily available
 - c) Continue to meet with HR and President and Pension Committee to voice concerns

Meeting Discussion:

- d) As SC members, we need to work on creating stronger personal bonds with other staff, so they feel comfortable coming to us to voice their concerns at these meetings
- e) Survey to staff to inquire about expectations/improvements
- f) Campaign to build up more Tier 3 participation—election season?
- g) Active campaign on getting our information out to increase opportunity to run for Congress
 - (1) Communication with Directors/Managers

Benefits

Krista Rayford shared that HR recently found out that approximately 20 of our staff members at NKU received termination letters from Humana saying that they no longer are covered by Humana. They were able to reach out to Humana and figure out who the letters went to, but just in case there were some that kind of fell through the cracks, please let them know if you got one. HR has reached out to each of those individual employees and they found out that those were snail mail letters. It was an issue with Humana, but it is being handled and employees are still covered by Humana even if they received one of the letters.

Outreach

Keysha Alston asked for feedback from the Council of Chairs on the edits to the survey. Plans for Grace to send out campus wide to gather information on the various committee staff serve on and then build a directory. This would enable us to identify we are we are missing representation and then we can pull more individuals from other departments for better representation across campus.

Roundtable

Steve Slone shared that the Roundtable event is scheduled for our next Staff Congress meetings, February 11, 2021 from 1:00-3:00 pm. Watch for an email from Steve with the Zoom link. The meeting will have a general discussion and then break out into breakout rooms, with two different rotations of breakout rooms for three individual conversations with Cabinet members. This is a time to “toot our own horns” and share what we are working on in our different committees and see what the cabinet members think and for them to think about how we can help them accomplish our mission of student success. A list of questions will be shared before the meeting.

Pension Committee

Kimberly Wiley shared the Pension Committee met on 1/13. Sadly, Gina Combs has decided to step down from the committee. We so appreciate Gina and all of her hard work and her valuable contribution to the committee. We could not have been so effective in our mission if she had not been a part of our group. Thank you for your service...you will be missed. We also have had interest from new members to the committee. Catherine Glover from the Small Business Development Center and Flynn Ashley from Alumni Outreach and Annual Giving will hopefully be joining our committee. And we hope to meet soon with Carmen Hickerson and see how we might help out with NKU's efforts in Frankfort.

Old Business

Steve Sloan brought up the Dining Renovation plan that was shared with Staff Congress and ask about any questions. There were none.

New Business

Steve Slone shared the Staff Congress Spotlight has shared the SC Executive team and Jim Parker. We next work with the Council of Chairs and the move through all the SC members. So be prepared to receive an email from Steve asking for a little blurb about yourself. And thanks, as always, to Krista Rayford for her work putting these together.

Non-Member Discussion Period

No discussion.

Norse Appreciation

Steve Slone shared an update on “Norse Appreciation”. Thank you all for submitting your words of gratitude and praise for these hardworking folks!

The list below includes the names of the individuals/groups that were submitted in January. You can find the complete list including the comments of recognition on the Staff Congress Norse Appreciation website:

<https://inside.nku.edu/staffcongress/NorseAppreciation/NorseAppreciationRecognition.html>

Jeff Butler – IT

Danny Lovell – Steely
Maureen Krebs – CHHS
Monica Gray – HCSW
Facilities department
Jordan Wilson – University Housing
Carlous Yates – Director of African American Student initiatives
Scott Barton – Horticulture
CINSAM employees

Announcements

No announcements.