

**Members present:** Peg Adams, Robert Alston, Tina Altenhofen, Brandon Billiter, Tiffany Budd, Christopher Charnegie, Shawn Clark, Ashley Coates, Gina Combs, Sara Conwell, Vicki Cooper, Ali Hanning, Dan Jones, Constance Kiskaden, Beth Lackey, Brenda Maldonado, Sue Murphy-Angel, James Parker, Krista Rayford, Frank Robinson, Rochelle Shields, Steve Stone, Terri Smith, Diana Wallace, Terkerah Washington, Kimberly Wiley, Christopher Witt

**Members absent:** Keysha Alston, Cindy Ash, Chris Bowling, Thomas Crabtree, Hanna Ferrenberg, Dave Groeschen, Mike Irvin, Sherri Jones, Felicia Share, Rochelle Shields

**Guests:** Lori Southwood, Janel Bloch, Grace Hiles, Bridgett Evans, Carolyn Willhoit, Cori Henderson, Joyce Ferneding, Lori Thaxton, Lou Stuntz, Marquita Barron, Megan Schmidt, Roger McCulley

- I. Approval of May 13, 2021 Minutes
  - Motion: Dan Jones
  - 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 -
  - D. Student Government Association –
  - E. President’s Report – Sara Conwell - [report](#)
  
- III. Standing Committees:
  - A. Benefits – [report](#)
  - B. Constitution & Bylaws –
  - C. Credentials & Elections –
  - D. Outreach –
  - E. Policies – [report](#)
  - F. Scholarship - [report](#)
  
- 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
  
- VI. Old Business
  
- VII. New Business

VIII. Non-Member Discussion Period

IX. Announcements -

XII. Adjournment at 1:47 PM

Motion: Shawn Clark  
Second: Vicki Cooper  
Approved: Voice Vote

### Staff Regent, Interim – Jim Parker

Jim Parker thanked everyone for his time as Staff Regent.

### Administrative Liaison – Lori Southwood

#### Business Operations and Auxiliary Services:

- Nothing to Report

#### Budget Office:

- The budget office is working to complete the FY22 budget load to SAP by 6/30/21.
- Two process improvements have been made to help to facilitate review of FY22 departmental operating budgets:
  - Staff budgets will now be in the same line where actuals are posted to be consistent with how Faculty budgets are already setup. This will increase transparency and the ease of analysis.
  - The fund center and commitment item now appear before their related text for ease of filtering, review and analysis.

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

- Finalizing approved FY22 budget by June 30, 2021
- Pulling together committee to discuss recommendations for use of the 3rd federal stimulus funds (American Rescue Plan)

#### Facilities Management:

- Nothing to Report

#### IT:

- NKU IT has implemented a new chatbot software application used to conduct online chat conversations to create better customer experiences and improve productivity. The chatbot optimizes Artificial intelligence (AI) to provide 24 x 7 support instead of waiting to contact a live agent during open hours. The chatbot is available by clicking on the gold and black “chat bubbles” in the lower right corner of the IT web pages. This feature is also available for students on the student account services and financial aid websites.



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Human Resources:

- Compensation:
  - Board of Regents approved a recurring 1.5% compensation increase pool for eligible staff and faculty, effective July 1, 2021. The salary increase pool this year will be administered as a performance-based general increase. To be eligible for this 1.5% increase, employees must have been employed with NKU on or before January 4, 2021 (i.e. the first working day of the year) in a regular eligible position status, and continue to be employed with NKU in a regular position status as of July 1, 2021, the effective date of the increase. Further, employees must have a current performance evaluation on file, with an overall performance rating of “meets expectations” or higher. All eligible employees who are meeting performance expectations receive an across-the-board 1.5% increase.
  - Employees whose salary reduction was necessitated during the current fiscal year will have their salary restored, and the increase of 1.5% will be calculated on the restored salary.
  - The increase process will be administered by our Human Resources Department utilizing the Enterprise Compensation Management (ECM) module of SAP.
  
- Payroll:
  - Vacation to sick leave transfer window is open. Requests may be submitted to payroll by the Tuesday, June 15. Transfers are allowed after four years of employment at NKU. A maximum of five (5) vacation days may be converted to sick leave on during a calendar year. All full-time and regular part-time employees are eligible to transfer time. [Transfer Vacation Leave to Sick Leave form](#) can be found on the HR website.
  
- Training & Development:
  - Training & Development has arranged for supervisors, managers, and leaders to enjoy an upcoming webinar on “Motivating Your Staff and Improving Morale”.
    - Date: Wednesday, June 23, 2021 | Time: 2:00 pm
    - Registration information will be available in next week’s This Week at NKU Newsletter and shortly available on the HR Training & Development - Manager/Leader Community webpage.
  
- Flexible Work Arrangements:
  - Flexible Work Philosophy - To allow flexibility for our employees while still ensuring student success, creating a vibrant campus, and a sense of community where our students and employees thrive.
  - We are developing a policy and resources for supervisors. For the Fall we will have a procedure.
  - This policy/procedure is "not one size fits all" -- there are many options for flexibility depending on the needs of the department and those they serve.
  - Much of this is not new, we have utilized some of these practices for several years.
  - The Flexible Work Arrangement Policy/Procedure addresses:



- Flexplace - An employee's normal, off-campus work location. The Flexplace arrangement allows employees to work from home or another remote location, for a specified number of hours per week, and/or a pre-determined duration.
- Flextime - Allows for flexible scheduling arrangements that permit variations in start and finish times but does not alter the total number of hours worked in a workweek.
- All Flexible Work Arrangements must be approved by Supervisor, Department Head, and Human Resources
- Employees cannot utilize flexible work arrangements if they are not in good standing with the university
- International places of work will not be considered unless extraordinary circumstances
- Supervisor Considerations
  - Flexible Work Arrangements are approved on a case-by-case basis by supervisors and department heads in consultation with Human Resources.
  - Supervisors will take a uniform approach to approving Flexible Work Arrangements so that similarly situated employees with equivalent work records are treated the same.
  - The supervisor, department head, or Human Resources has the right to cancel or suspend an employee's flexible work privileges at any time, for any reason or for no reason.
  - Daily and weekly work schedules can be modified at the supervisor's discretion to meet changing business needs
- Resources - Flexible Work Arrangement Form & Flexplace Suitability Guide for Supervisors - will help supervisors determine if both the position and employee are suitable for flexplace arrangements
- Next Steps
- Wellness:
  - **Dealing with Burnout Webinar**
    - Burnout is a unique form of job stress. And it can get in the way of a healthy, productive workplace. But it's easier to manage when you can see the signs. This seminar on **Wednesday, June 16, 1 - 2 p.m.**, will provide basic information on how to recognize and cope with burnout. In this session, you will learn the definition of burnout, signs to recognize burnout, prevention tips, personal assessment questions to measure burnout and ways to cope with burnout. Provided by AETNA EAP Resources For Living. [Register online.](#)
  - **Conversation with the Coach II: Lose the "Pandemic 19" – Weight Loss Strategies**
    - The restrictions and general stress of the pandemic caused many of us to move less, eat more, sleep less and feel drained – which can lead to unintended weight gain and other health consequences. According to a ["Stress in America" report from the American Psychological Society](#), more than 42 percent of the surveyed adults revealed they put on an average of 15-29 pounds over the past 12

months. Join the conversation on **Tuesday, June 22, noon- 1 p.m.**, with NKU Personal Wellness Coach Lyndsay Barto, R.D. to discuss mindful weight loss strategies to support you when you're ready to shed those unwanted pandemic pounds. [Register online.](#)

- **Holistic Self-Care: The What, Why and How**
  - Self-care is all the buzz right now, but what does it really mean and how do you find the time to fit it all in? You have to care for yourself before you can care for others: students, family and community– the list goes on. It is vital to your self-preservation. In this session on **Wednesday, July 14, 1 – 2 p.m.**, learn about the six areas of self-care, assess your current self-care habits and begin to plan for self-care strategies that are meaningful to you. Presented by Kim Baker, Director of Wellness. [Register online.](#)
- **Wellness Webinar Recordings Available**
  - Were you unable to attend the live Wellness webinars in the spring? Click the links to watch and learn at your own convenience. [Living a Healthy Lifestyle Amidst a Pandemic \(or any time\) with Lyndsay Barto, R.D.](#) and [Building Trust and Connection at Work with Dr. Sandra Spataro, NKU Professor of Management.](#)

Office of Inclusive Excellence:

- The Office of Inclusive Excellence will be celebrating Pride Month throughout the month of June. Look for graphics being posted on the IE Twitter and Instagram pages.
- The Diversity, Equity and Inclusion goals for Success by Design have been finalized and were presented to Success By Design on June 9<sup>th</sup>. The goals will be presented to President Vaidya at the Inclusive Excellence Council meeting on June 14<sup>th</sup>. More information on the rollout of these inaugural goals will be forthcoming.
- CDO, Darryl Peal, is doing implicit bias training for all search committees. To date he has done 25 individual trainings with search committees. Please reach out to Annie Spaulding if you are hiring for a position so that your committee can be trained.

**President – Sara Conwell**

1. Appreciation and Gratitude
  - a. Thank you all for making this year a wonderful one
  - b. Despite being all-virtual, I'm very proud of our accomplishments
    - i. Norse Appreciation
    - ii. Collaboration with other governing bodies on campus
2. Recognition of those outgoing and incoming members
3. Goal reminders—I would love to be able to highlight some accomplishments at the July meeting
  - a. Would also like to provide the administration with a 2020-21 summary
4. Retiree Association

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- a. Met with team from Special Events to discuss the creation of a staff retiree association
  - b. Wanting to collaborate with Faculty Senate as a way to bring faculty retirees back and get them engaged, too
    - i. Reaching out to Faculty Senate to gauge their interest
  - c. Krista Wiseman-Moore is working to create a Qualtrics survey to send to all NKU retirees during the summer to get ideas regarding what kind of engagement they would like to be a part of
  - d. Use as a springboard to launch Founders Day (March 16, 2022) and Staff Congress 40<sup>th</sup> Anniversary
  - e. Erica Bolenbaugh to get list of all retirees
    - i. Pull out Staff Congress members and invite them back to our June luncheon
    - ii. Actual 40<sup>th</sup> Anniversary celebration
5. Remote Work Survey has been sent out and we have over 250 completions so far
  6. Administration Evaluation Survey has also been sent out, and we have over 180 complete submissions
  7. July's meeting
    - a. Committee formations
    - b. Goals discussion
    - c. Nominations, Elections, and Appointments
      - i. President
        1. I am choosing to continue on for my second term as outlined in the bylaws
      - ii. Secretary—more will be discussed during New Business
    - d. Information Packets will be sent to all continuing/new members via email
    - e. As we all begin to transition back to campus, we want to be mindful of how we conduct our meetings during the next year
      - i. A poll will be sent out to all returning/new members to determine the preference, and those details will be shared/discussed
      - ii. July meeting will be virtual

### Benefits

Krista Rayford shared Tier 3 Employees were Bulk Enrolled on June 1 with TIAA There is a link to informational webinars available through TIAA and you can watch the recorded version (available for up to 90 days).

Paid Parental Policy – there is a separate HR group working on research working to ensure that it is a policy that encompasses all the things necessary for NKU.

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### Credentials and Elections

Date: 5/19/2021  
Present: Tina Altenhofen, Sue Murphy-Angel, Teri Smith, Grace Hiles  
Chris Bowling, Rochelle Shields  
Guests:

#### Highlights to be shared:

- Committee tasks/announcements for the June 10<sup>th</sup> Staff Congress meeting:
  - Remind membership that the current President has decided to continue as President for a second year and the committee we seek a motion to approve and vote at the July meeting.
  - Remind the President-Elect that he must announce his decision to continue as President-Elect for a second year at the July meeting.
  - Remind membership of the Credentials & Election Committee duties, 1) there will be an electronic call for nominations for Staff Congress secretary after the June meeting. 2) Nominations will be accepted from the floor at our July meeting. 3) The committee will then provide ballots and hold a vote for secretary at the July meeting.
    - *Article IV – Officers, Section 1*  
*The Staff Congress shall annually elect a President-Elect and Secretary/Treasurer. The President-Elect will serve as President-Elect the first year, and as President the second year. The following condition would constitute an exception: after the President’s first term, he/she has the option to continue as President for a second year, with the approval of Congress. If the President chooses to continue and the Staff Congress approves, the President-Elect as the option to continue his/her term for a second year. The President, President Elect, Secretary/Treasurer and Parliamentarian will comprise the Executive Council.*
- Committee updated the 2020-2021 Committee Goal & Progress Report:
  - Report submitted to Staff Congress Secretary May 21, 2021

### Policies

The policy committee is working on a transition document for our policy committee group to use for the next year along with updated goals for our committee. The goals generally are focused on building relationships with the various policy committees on campus, serving as a communication bridge between staff congress and those groups so that staff feedback can be provided at policy meetings and policy info back to staff, and lastly to increase awareness to staff about policies on campus. Our group ended the year by working closely with HR around

providing feedback from staff on campus regarding flexible work hours and emergency procedures for flexible work during weather emergencies for staff. This feedback will assist HR as they develop updated procedures and guidelines for managers and employees going into the fall around flexible work options, until updated policies can be considered and potentially adopted by NKU policy committees in the future. If staff have feedback around this topic of flexible work hours, they can reach out to Rachel Green in HR, or to our committee for us to provide to HR on their behalf, and staff can receive emails about policy updates by subscribing on the policy website.

### Scholarship

The Scholarship Awards presentation was held at 2:00 via Zoom. The presentation is attached to the minutes.

### Roundtable

Steve Slone is waiting on one last response to be able to compile the reports from the event discussions as well answers to submitted questions. Once that is received, he will post on the website.

### Pension Committee

The Pension Committee activities were covered with Lori Southwood's report.

### New Business

Sara already shared about the Administration Evaluation survey.

Nominations are open for Secretary. The July meeting is on the 15<sup>th</sup> so if you'd like to submit a nomination, please get it to Grace by 7/12. Duties of the Secretary are listed in the President's report and well as online. Absentee ballots will also be available if you can not attend the 7/15 meeting. Please request one from Grace.

### SC Spotlight

Krista Rayford shared that a Qualtrics form will be shared with Staff Congress members for them to use to submit their information and photo to be used for Spotlight.

### Norse Appreciation

Thank you all for submitting your words of gratitude and praise for these hardworking folks! And we are excited that Norse Appreciation is now available on the NKU app!

The list below includes the names of the individuals/groups that were submitted in May. 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>

Pam Stevens  
Lilly Cook  
Tim Rieskamp  
John Alberti



**2021-2022 Staff Congress  
Scholarship Awards Recognition Program**

## 2020-2021 Staff Congress Scholarship Committee

- ❖ Sherri Jones Co-Chair
- ❖ Dave Groeschen, Co-Chair (recused)
- ❖ Cynthia Ash
- ❖ Daniel Jones
- ❖ Beth Lackey
- ❖ Terkerah Washington
- ❖ Grace Hiles

We extend a special THANK YOU to our campus partner

- ❖ Dana Lehrter – Office of Student Financial Assistance

# Guidelines & Requirements

The applicant must not have been a prior recipient of either Staff Congress' James C. Votruba, Michael Baker or the A.D. Albright Scholarships.

The applicant must be a NKU student or must have an admission application on file with the Admissions Office and be fully admitted to the university.

The applicant must be an undergraduate student while the scholarship is in force. The student must be registered for 12 or more semester hours.

# Lauren Groeschen

## JAMES C. VOTRUBA STAFF CONGRESS SCHOLARSHIP



Lauren is the daughter of Dave Groeschen, Senior Technical Support Specialist II – Information Technology

New Incoming Student  
Major: Exploratory Studies

Lauren's favorite quote:  
*"Be who you are and say what you feel, because those who mind don't matter and those who matter don't mind."*

# DeNisha Epps

## A.D. ALBRIGHT STAFF CONGRESS SCHOLARSHIP



DeNisha is the daughter of Anthony Epps, Assistant Coach  
– Women's Basketball

New Incoming Student  
Major: Nursing Pre-Major BSN/

DeNisha's favorite quote:  
*"During your life never stop dreaming.  
No one can take away your dreams. -Tupac"*

# Dylan Perry

## A.D. ALBRIGHT STAFF CONGRESS SCHOLARSHIP



Dylan is the son of Siobhan Ryan-Perry, Counselor  
– Health, Counseling & Student Wellness

New Incoming Student  
Major: Pre-Law

Dylan's favorite quote:  
*"Carpe Diem"*

# Christian Brown

## W. MICHAEL BAKER STAFF CONGRESS SCHOLARSHIP



Christian is the son Chandra Brown, Budget Director  
- Budget Office

New Incoming Student  
Major: Undeclared

Christian's favorite quote:  
*"1 percent better each day."*

The image features a white background with decorative yellow and white geometric shapes in the corners. The shapes consist of overlapping triangles and rectangles, some with a dotted pattern. The text is centered and reads: 

**CONGRATULATIONS!**  
**&**  
**WELCOME TO NKU!**

# Outgoing Staff Congress Members

- **Keysha Alston**
- **Brandon Billiter**
- **Dave Groeschen**
- **Connie Kiskaden**
  - **Felicia Share**
- **Rochelle Shields**
  - **Gina Yoon**

**Thank you so much for your dedication and service –we will miss you!**

# Newly Elected and Returning Staff Congress Members

- Bob Alston
- Tina Altenhofen
- Christopher Bowling
  - Tiffany Budd
  - Chris Charnegie
  - Vicki Cooper
  - Brigitte Evans
    - Alli Greer
  - Kristine Horine
    - Mike Irvin
  - Sherri Jones
  - Beth Lackey
- Michelle Melish
  - Jim Parker\*
  - Brittany Ranz
    - Terri Smith
  - Diana Wallace
- Terkerah Washington
  - Brandon Weinel
  - Kimberly Wiley
  - Carolyn Willhoit
  - Christopher Witt
  - Cori Henderson\*