

**Members present:** Peg Adams, Robert Alston, Tina Altenhofen, Cindy Ash, Chris Bowling, Tiffany Budd, Christopher Charnegie, Ashley Coates, Sara Conwell, Vicki Cooper, Brigitte Evans, Hanna Ferrenberg, Ali Hannig, Kristine Horine, Daniel Jones, Sherri Jones, Beth Lackey, Brenda Maldonado, Michelle Melish, Sue Murphy Angel, James Parker, Brittany Ranz, Krista Rayford, Frank Robinson, Steve Slone, Terri Smith, Diana Wallace, Terkerah Washington, Brandon Weinel, Kimberly Wiley, Carolyn Willhoit, and Christopher Witt

**Members absent:** Gina Combs, Thomas Crabtree, and Mike Irvin

**Guests:** Chris Roat, Cori Henderson, Deanna Karam, Emily Hobbs, Grace Hiles, Jacki Marsala, Janel Bloch, Jennifer Taylor, Daren Dawn, Lori Southwood, Lori Thaxton, Lou Stuntz, Marquita Brown, Matt Cecil, Stephanie Korsland, and Tommy Fix

I. Call to Order at 1:00 PM

II. Voting Item: New Staff Congress Members – Ashley Seibert and Steven Smith

III. Guest Speakers:

- Nick Bliven - Fuel NKU
- Robert Alston, Ed.D. - Community Standards & Student Rights
- Allyson S. Graf, Ph.D., Suk-hee Kim, Ph.D., MSW, and Katherina Nikzad-Terhune, Ph.D., LCSW - NKU's Age-Friendly University Coalition

IV. Approval of September 9, 2021 Minutes

Motion: Carolyn Willhoit  
Second: James Parker  
Approved: Voice Vote

V. Liaison Reports

- Board of Regents – Staff Regent Cori Henderson
- Administrative Liaison – Chief Human Resources Office - Lori Southwood
- Faculty Senate – Budget Committee Chair - Dr. Janel Bloch
- Student Government Association – Chris Roat
- President's Report – Sara Conwell

VI. Standing Committees:

- Benefits – Chair Krista Rayford
- Constitution & Bylaws – Chairs Tiffany Budd and Christopher Witt
- Credentials & Elections – Chairs Sue Angel Murphy and Beth Lackey
- Outreach – Chairs James Parker and Gina Combs
- Policies – Chairs Frank Robinson and Robert Alston
- Scholarship – Chair Sherri Jones

VII. University Committees:

- Benevolent Association – Kimberly Wiley
- Food Service Advisory – Ashley Coates
- IT Advisory Committee – Dan Jones
- Regent's Distinguished Service Award – Ali Hannig
- Sustainability – Tiffany Budd

- Transportation – Chris Bowling
- Employee Engagement and Wellbeing – Diana Wallace

VIII. Ad-Hoc Committee

- Roundtable – Steve Slone
- Pension – Kimberly Wiley

IX. Old Business

- Staff Remote Work Survey

X. Norse Appreciation

XI. Announcements -

XII. Adjournment at 2:45 PM

Motion: Chris Witt  
Second: Frank Robinson  
Approved: Voice Vote

### **New Staff Congress Members**

Ashley Seibert – voted in as new member. Motion: Daniel Jones/Second: Carolyn Willhoit  
Steve Smith – voted in as new member. Motion: Vicki Cooper/second Bob Alston

### **Guest Presentations**

Nick Bliven - Fuel NKU

- 350 pounds of food/hygiene products were donated through the Staff Congress Drive
- We are distributing 800lbs and hosting 90-100 student visits per day
- We are piloting an International Market, considering international students are roughly 16% of our student visitors
- I will work with my International Student Liaison to make a list of requested items and report back.

Robert Alston, Ed.D. - Community Standards & Student Rights

- See attached PPT

Allyson S. Graf, Ph.D., Suk-hee Kim, Ph.D., MSW, and Katherina Nikzad-Terhune, Ph.D.,  
LCSW - NKU's Age-Friendly University Coalition

- See attached PPT

### **Staff Regent – Cori Henderson**

- COVID Response Survey – See attached PPT
- BOR Special Board Meeting
- Regents attending SC meeting-update
- November Board Meeting

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**Administrative Liaison – Lori Southwood**

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

- Nothing to report

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

- We will begin the FY23 budget process in the next month by beginning to develop the assumptions on enrollments, state appropriations, fixed costs, etc.
- Process improvement management committee received results from the survey on faculty and staff input on areas to review for process improvement with a Box 2 lens. The committee will review the results to determine prioritization of areas to review.

***Facilities Management:***

- Nothing to report

***IT:***

- Remember to transition your Wi-Fi devices, such as phones, tablets, and laptops to the new wireless network, NORSE\_NET. Previously used networks, beginning with NKU\_... are being retired and will no longer work as of October 18.
- Check out NKU's mobile app! It can be personalized with the features that interest you. Some options include but are not limited to, viewing your paystub, your benefits, your email, getting IT Support, and entering a Norse Appreciation submission!

***Benefits (Bruce Smith)***

**Benefits Annual Enrollment:**

- Dates will be 10/27 thru midnight on 11/11.
- Passive enrollment again for 2022 elections
- If you have an FSA or an HSA, you will still need to login and re-confirm your elections for 2022
- Dependent Care FSA will revert back to the original \$5000 maximum for 2022 (Cares Act allowed an increase to \$10,000 for 2021-a few people took advantage of this)
- New HSA vendor for 2022 will be Chard-Snyder the same as our FSA. (I will be sending out an email to those with HSA accounts what to do with the Humana & instructions for setting up the Chard account)
- HDHP 1500 is being eliminated. (Those enrolled will receive an email about the other options available)
- RATES for contributions will NOT increase for 2022
- Co-insurance percentage on HDHP 2500 will go from 10% to 15% (to stay in line with survey results for other higher-ed and local employers)
- Benefits Bulletin will be emailed to all prior to Annual Enrollment and also posted on the Benefits Website

***HUMAN RESOURCES:***

- The FWA team is planning to have a pulse survey about FWA out to employees in 2-3 weeks.

### Faculty Senate Liaison – Janel Bloch

Janel Bloch reported that in their last meeting Faculty Senate had a presentation about the first year advising hub. They had some questions about how that would integrate with departmental and college advising during the first year. Hopefully, those will be cleared up. FS did have one voting item which was for a new master's degree in cardiovascular perfusion and that was approved. And finally, there were some questions asked about the vaccine mandate resolution. It had passed in the last meeting but FS was asked to the share with the Provost and the President and the response was basically that that it had been considered, but as of now, there was no change, obviously in terms of that requirement.

### Student Government Association – Chris Roat

Chris Roat shared that SBS is almost at Quorum and able to conduct business.

- SGA has a few sustainability resolutions almost ready for their first readings once we are at quorum.
- SGA have both a professional/business-oriented retreat, as well as a team building one coming up in the next month.
- There is a Victor talk surrounding academic affairs for our international students in the works. A date and speakers will be set soon.
- The safety and beautification walk has been completed and University Improvements Chairperson Renton is working on the presentation and final report.
- SGA is in partnership with other RSO's on campus to put on the Basic Needs Drive where we are collecting Non-Perishables, Gently used clothing, toiletries, and feminine hygiene products. Bins for collection are placed in the following locations:
  - Norse Commons
  - Fraternity and Sorority Life Office
  - 2nd floor SU help desk
  - Northern Terrace Residential Building

### President – Sara Conwell

Sara Conwell reported the following:

1. Goal Setting
  - a) Community Service / Philanthropy
  - b) Staff Retiree Association
  - c) Professional Development
2. Care Closet Collaboration—October/November collaboration
  - a) Partnering with Sustainability for Campus Sustainability month
  - b) More details coming soon

Sara shared the Staff Congress Goals for 2021-22

Committee Goal	Approximate Start/End Date	Detailed Description	Completed Outcomes/Accomplishments (descriptive bullet list)
<p><b>GOAL # 1:</b>            Increase Community Service / Philanthropy</p>	<p><b>August 2021–            June 2022</b></p>	<p>As a collegial governance group on campus, we have an unwritten responsibility to serve not only our institution, but also our community. We will begin to make strides this year increasing all aspects of community service and philanthropy.</p>	<ul style="list-style-type: none"> <li>• FUEL Drive, August-September 2021</li> <li>• Care Closet Clothing Drive</li> <li>• PAC Holiday Help</li> <li>• Adopt a Highway / Road Cleanup / Campus Cleanup</li> <li>• Afghanistan Refugee Donations               <ul style="list-style-type: none"> <li>○ Partner with SGA?</li> <li>○ Labor Crew can provide transportation of goods</li> <li>○ Sunrise Movement— Jimmy Renton</li> </ul> </li> </ul>
<p><b>GOAL #2:</b>            Begin to develop a Staff Retiree Association.</p>	<p><b>August 2021–            June 2022</b></p>	<p>Based on an Age-Friendly University survey that was conducted in spring 2021, it was discovered there is no retiree association for staff (or faculty) on campus. We will work with Staff Congress' Outreach Committee, as well as with HR and NKU Alumni and Special Events offices to begin the framework for a Staff Retiree Association.</p>	<ul style="list-style-type: none"> <li>• Volunteer Opportunities for NKU Retirees (worked with Legal in establishing expectations)</li> <li>• 40<sup>th</sup> Anniversary Celebration</li> <li>• Worked with HR to acquire list of all NKU retirees from 2009-2021</li> <li>• Worked with Alumni and Special Events to conduct survey to all retirees about how they would like to re-engage with NKU</li> </ul>
<p><b>GOAL #3:</b>            Begin utilizing NKU community through professional development.</p>	<p><b>August 2021–            June 2022</b></p>	<p>The entire NKU staff community continuously seek various ways of professional development. While we are still bound by travel restrictions and reduction in budget, Staff Congress will look for ways to utilize each other for professional development opportunities.</p>	<ul style="list-style-type: none"> <li>• Potential Educator Learning Community with the Center for Teaching and Learning               <ul style="list-style-type: none"> <li>○ Open to all staff at NKU</li> </ul> </li> <li>• Staff Congress database of expertise (IT, trades, hobbies, etc. that we can use/learn)               <ul style="list-style-type: none"> <li>○ Become our own Mentoring Group</li> </ul> </li> <li>• Bring in various departments to Staff Congress meetings for PD workshops/opportunities (ex.: Organizational Leadership)</li> </ul>

## Constitution and Bylaws

Tiffany Budd shared that the Constitution and Bylaws committee created a document that outlines guidelines for submitting resolutions to the staff congress governing body.

### Staff Congress Resolution Submission Guidelines

Staff Congress members may present resolutions to be approved by the Staff Congress governing body. The below guidelines must be followed when submitting a resolution for review and approval. This form must be signed by the staff congress members presenting the resolution and the resolution attached.

1. The resolution should be submitted in writing and signed by at least two Staff Congress Representatives. Resolutions should entail a call for action or change that is of significance and relevance for ALL staff (and/or faculty and students) at the university. Comments, questions, or concerns of a lesser nature will not be considered for approval as a resolution.
2. Resolutions should be submitted to the President of Staff Congress for the executive team to review. If approved by the executive team with no suggested edits, the staff congress members presenting the resolution will be permitted to do a first reading to the full Staff Congress at the next Staff Congress meeting.
3. Staff Congress Representatives may suggest edits to the resolution during the first reading. Suggested edits do not have to be implemented into the resolution.
4. The resolution will then be presented for a second reading at the next Staff Congress meeting where the members will then, by a majority vote (provided a quorum is present), accept or reject the resolution.
5. A third reading is permitted to take place if the resolution is rejected during the second reading due to a disagreement on edits and not the purpose of the resolution.
6. In the case of a need for an emergency resolution, a special meeting may be called by the Staff Congress President and President-Elect to meet with the staff congress members who submitted the resolution. (Emergency resolutions must involve an urgent and immediate call for action. Non-urgent resolutions will not be considered for emergency approval.) At the emergency resolution meeting, the staff congress members may present their request for a single reading approval at the next Staff Congress meeting. The President and President-Elect must both agree to grant the request. If approved, only a single reading and approval or rejection will take place for the emergency resolution, with a  $\frac{3}{4}$  super majority vote needed for emergency approval.
7. If approved, the resolution should be presented to Faculty Senate and the Student Government Association for feedback, if applicable.
8. The Staff Congress President should submit approved resolutions to the President of the university during their monthly meeting.

This resolution is being submitted on (insert date) by:

\_\_\_\_\_ (insert name, signature)

\_\_\_\_\_ (insert name, signature)

Approved/Rejected for first reading:

Staff Congress president \_\_\_\_\_ on (insert date).

Additional Notes:

- Voting for all resolutions will be through anonymous submission by Staff Congress members.
- Resolutions brought to Staff Congress by Faculty Senate or the Student Government Association, and already approved by those groups respectively, will be subject to the same guidelines for review and approval.

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## Credentials and Elections

Sue Angel Murphy shared the following report:

Date: 9/15/2021  
Present: Tina Altenhofen, Sue Murphy-Angel, Beth Lackey, Teri Smith,  
Brandon Weinel  
Next Meeting: October 20, 2021 at 3 pm

### Highlights to be shared:

- Committee received and discussed the following documents:
  - Staff Congress Credentials & Elections Committee Timetable
  - Staff Congress Committee Goals and Progress Report
  - Call for Nominations advertisement flyers
  - Call for Voting advertisement flyers
  - 2022 Staff Congress Nomination/Voting Packet
- Committee decided to continue virtual meetings. Will revisit decision when appropriate
- Committee charge:
  - Come to the next meeting with suggestions and ideas to update advertisement flyers
  - Come to the next meeting with suggestions and ideas to bolster staff participation in the nominating and voting process
  - Come to the next meeting with suggestions and ideas to update Committee Goals to submit to President Conwell

## Scholarship

Dan Jones shared that the committee met and reviewed the scholarship guidelines and he is working on a flyer to share with campus.

Sherry Jones submitted the following:

- Scholarship Application will open November 1<sup>st</sup> and close February 15<sup>th</sup>.
- We will work with Grace to make sure the application is updated on the Staff Congress website.
- Committee member Dan Jones is working on updating the flyer for distribution.
- Scholarship Committee will table twice during the month of November in the SU
- We will complete our goals at our next meeting on November 2<sup>nd</sup>

## Benevolent Association

Kimberly Wiley shared that the Benevolent Association has not had a chance to meet yet, but she has talked with Maureen Krebs and they have discussed the Benevolent Association and the 40th anniversary event being combined together so that we can have a really great event.

## Food Service Advisory

Ashley Coates shared two items this month for Dining: Student Choice and Teaching Kitchen. The goal for each is to get students, faculty, and staff as involved as possible.



1. Student Choice is located in the SU Food Court next to Wild Blue. It is a fun concept where students, faculty, and staff can vote from 5 different restaurants every month of the semester that they would like to see. Smash'd was the last winner, and will be operating Wednesday, October 20th - Friday, November 12th. Voting is now open for the last winner of the Fall 2021 semester that will take place after Smash'd. Voting started on Monday, October 11th and will end on Sunday, October 24th. To vote, they can go to <https://www.surveymonkey.com/r/28WRZHV> and the link is also on our social media pages @NKUdining.
2. Teaching Kitchen is a brand-new space over at Norse Commons that will host Teaching Kitchen classes. Students, faculty, and staff register for the classes and can explore food, culinary, and nutrition literacy in ways that positively impact food choices and experiences. We will have our on-campus chefs walk them through how to make different kinds of recipes from microwave dorm treats to dinner meals. We will also show you kitchen tips and tricks to get you more comfortable in the kitchen. Our next class is on Thursday, November 4th. For more information and to register for classes, they can go to <https://dineoncampus.com/nku/teaching-kitchen>

### Sustainability

Tiffany Budd shared the following:

- Reminder that we have two new electric vehicle charging stations located in Lot F that have 4 total ports for use. Please spread the word to your colleagues. Any student, faculty, staff with a valid NKU permit is able to use the stations. Any vehicle parked but not charging at the stations will be ticketed. Also, the Lot C station will be changing over to the new Flo stations during fall break.
- October is Campus Sustainability Month is coming up in October. Join us for one of our many events! Check our website for details: <https://inside.nku.edu/sustainability/get-involved/campus-sustainability-month-.html>

### **Schedule of Events**

**October 6:** Energy Efficiency Day, Free. October 6<sup>th</sup> is the nationally celebrated [Energy Efficiency Day!](#) NKU is a participant and you can be, too! Find tips on how to save energy at work and at home. #EEDay2021

**October 7:** Sustainability Tabling Event, 11am-1pm, Free, In-Person. Come visit us in the lobby of the Student Union to meet our Student Sustainability Changemaker and learn how to get involved in NKU's Office of Sustainability.

**October 9:** REFS Volunteer Day: A Bridge Through Nature, 8:30am-5pm, Free, In-Person Join faculty, staff, and students at NKU's Research and Education Field Station to build a bridge on wetland trails. See [REFS website](#) for details. "The St. Anne Wetlands trail is actively used by a broad spectrum of the public for hiking, birdwatching, nature escapes, trail running, dog walking, nature walks, and environmental education...This boardwalk will solve the problem on the northwest trail loop that is very muddy or partially under shallow water during the spring or very wet periods."

**October 12- 14:** AASHE Global Conference on Sustainability in Higher Education, Virtual



"With a theme of "The future is...", this year's Global Conference on Sustainability in Higher Education reflects the uncertainty about the future that many feel and invites participants to recommit themselves to the urgent work of building a future that is sustainable, equitable, and resilient. We seek to highlight inspiring examples of higher education leadership that empower participants to envision and create such a future. Ultimately, the future is ours to make." [Register](#) for this virtual event with your NKU email to receive our institution membership rate, which is available to all students, faculty, and staff.

**October 14:** Electric Vehicle Car and Charging Station Show & Tell, 3-5pm, Free, In-Person, Open to all. Join us in Lot F (behind the new residence hall) anytime between 3-5 pm to see NKU's two new charging stations and learn more about electric vehicles. NKU recently partnered with Electrada, a Cincinnati-based company, to scale electric vehicle charging across campus. Electrada will share information and speak about the new stations, as well as internship opportunities for students with their company. There will also be electric vehicles on display, compliments of Drive Electric Cincinnati, that attendees can tour. This will be an outdoor, in-person event open to all. (Rain date will be October 21, 3-5 pm.)

**October 16:** Tour the Cincinnati Recycling and Reuse Hub, 11am, Free, In-person, Open to all  
Location: 911 Evans St., Cincinnati, OH Join us at [Cincinnati Recycling and Reuse Hub](#) for a tour of their operations. The CRRH collects items that are not permitted in standard recycling (pens, straws, plastic clamshells, cd's, styrofoam, batteries, and lots more) and sends them off to be properly recycled. The number of items they collect is extensive and we encourage you to come see their impressive operations during our free tour. The CRRH is located in a large, open space warehouse in Cincinnati. This event is open to all.

**October 16:** World Food Day, Virtual

The way we eat can have a significant impact on the planet, from carbon emissions to crop monocultures to seasonal choices. "As a global community, we each have a role to play in the transformation of agri-food systems - from governments to private companies, farmers, civil society, academia, and all individuals, including youth! Together we can empower each and every element of our agri-food systems to collaborate more fairly, sustainably and inclusively from farm to table, and beyond." Learn about how you can take action with the Food and Agriculture Organization of the United Nations on [World Food Day](#).

**October 18:** Recycling Presentation with Rumpke, 12-1 pm, Free, Open to all, Virtual (Zoom). Confused about what can and cannot be recycled? Join us for this recycling presentation and help clear up the confusion! Anne Gray from Rumpke will present about their local facility in Cincinnati and educate attendees on how to properly recycle. We recommend watching "[The Story of Rumpke](#)" video before attending this event. [Register](#) in advance for this event. After registering, you will receive a confirmation email containing information about joining the event.

A zoom account is required to attend this event. Create one free on their [website](#).

**October 18 – 25:** Global Climate Change Week, Virtual [Global Climate Change Week](#) aims to encourage academic communities – academics, students, and professional staff at universities – in all disciplines and countries to engage with each other, their communities, and policy makers on climate change action and solutions. Learn how to organize an event at the university level during Global Climate Change week.

**October 21:** Sustainability Tabling and Collection Event, 11am-1pm, Free, In-Person  
Come visit us in the lobby of the Student Union to drop off batteries and ink cartridges. You can also meet our Student Sustainability Changemaker and learn out to get involved in NKU's Office of Sustainability.

**October 26:** Mason Jar Hydroponics, noon- 1pm, SU 108, Free, In-person  
Join us for this highly popular hydroponics event! In this session you will learn the basic about hydroponics growing using the Kratky method. You will receive a kit with all materials and the option to purchase an indoor grow light. The workshop is limited to 15 people. Register [here](#).

Visit <https://inside.nku.edu/sustainability/get-involved/campus-sustainability-month-.html> to accesslinks for all virtual events

Tiffany Budd, [buddt1@nku.edu](mailto:buddt1@nku.edu)  
*Sustainability Operations Coordinator*

### Roundtable

Steve Slone shared that anyone who is interested you can still join the Roundtable Committee. Contact the chair Steve Slone if you are interested in serving.

The event will be Thursday February 10, 2021 at 1:00 PM. There has not yet been a decision made if it will be a virtual or in person roundtable event.

This year we are doing two question portals. The traditional one to gather questions from Staff and a second one to gather questions or topics of discussion from Cabinet members. The portal opened in November last year this year the hope is to open them and send emails out this month. Watch for emails soon.

### Pension Committee

Kimberly Wiley shared that the Pension Committee met. They discussed the option of changing the direction of the committee. Since the Pension issue has been settled, their new focus will be more on issues regarding staff. Much like the Faculty Senate Professional Concerns Committee, we want to focus on issues that concern staff and be the liaison between staff and administration to work on these type issues. If anyone would like to join the committee, please let Kimberly know.

### Staff Congress 40<sup>th</sup> Anniversary Committee

Sara Conwell shared that the 40<sup>th</sup> Anniversary Committee met in September. The committee discussed the idea of incorporating the event into a Benevolent Association fundraiser with the Chili-Soup cookoff. Sherri Homes has volunteered to man table at the Student Union. With all the "craziness" in the world nowadays, we want to make the celebration fun and "tongue in cheek" with look who's 40! Fun and uplifting! The original Staff Congress was officially approved by the BOR on 3/9 so we thought about having it then and it be very symbolic. But our regularly scheduled Staff Congress meeting is 3/10. Sara shared a poll for members to vote on the date and time. The group decided on 3/10 during the day. We want to invite the President as well as the BOR to join us for the event. More information to come!

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### Staff Congress Spotlight

Krista Rayford thanked everyone who submitted their information. There are still 12 people that she needs information from. Staff members should have received an email with the submission link to share your information. So please get your stuff to Krista.

### Non-Member Discussion Period

Rusty Mardis, the new Veterans Resource Station Coordinator, shared that news about the new “Champions of Success” award the Veterans Resource Stations is putting together as part of the annual veteran’s day celebration on 11/11 at 2pm.

Request for Nominations for Veteran & Non-Veteran VRS Awards:

The Veterans Resource Station (VRS) is requesting nominees for the first-ever faculty, staff and student awards focused around veteran success. The purpose is to recognize faculty/staff and students that provided, facilitated or coordinated program(s) and/or services that increase the likelihood of veterans, service members and/or their families success in completing their educational goals. All award nominations must be submitted by Oct 20th with the ceremony being held on Veterans Day 11/11/21. Please send an email to [veteransresource@nku.edu](mailto:veteransresource@nku.edu) , call 859-572-7867, or stop by room UC 131 if questions. Awards should be submitted online at: [https://nku.co1.qualtrics.com/jfe/form/SV\\_cSJj8YJeIAHBdMW](https://nku.co1.qualtrics.com/jfe/form/SV_cSJj8YJeIAHBdMW)

### Norse Appreciation

Steve Slone encouraged and “challenged” everyone use Norse Appreciation to acknowledge staff who deserve some recognition. The month of October had 5 Staff and 1 Faculty.

October Norse Appreciation:

#### Staff

Horticulture Group  
Julie Matthews  
Millie Mclemore  
Patrick Harting  
Steely Library

#### Faculty

Kristina Vise

### Announcements

President Vaidya and Bonita Brown will join us for the 11/11/21 meeting.

Frank Robinson mentioned the upcoming Master Advisor Workshops. They are open to all faculty and staff on campus.

