

Members present: Robert Alston, Tina Altenhofen, Cindy Ash, Chris Bowling, Tiffany Budd, Gina Combs, Sara Conwell, Vicki Cooper, Brigitte Evans, Ali Hannig, Kristi Horine, Mike Irvin, Daniel Jones, Beth Lackey, Brenda Maldonado, Michelle Melish, Sue Murphy-Angel, Krista Rayford, Frank Robinson, Steve Slone, Steven Smith, Terri Smith, Terkerah Washington, Brandon Weinel, Vanessa Wieland, Kimberly Wiley, Carolyn Willhoit, and Christopher Witt

Members absent: Christopher Charnegie, Ashley Coates, Hanna Ferrenberg, Sherri Jones, and James Parker

Guests: Chandra Brown, Cori Henderson, Emily Hobbs, Grace Hiles, Hayden Skinner-Fine, Inna Pylyayeva, Janel Bloch, Lori Southwood, Lori Thaxton, Lou Stuntz, Madeline Rumker, Marquita Barron, Nikki Koeninger, Pete Pinto, Ross Brown, and Tracy Insko

I. Call to Order at 1:00 PM

II. New Member Vote: Vanessa Wieland

Motion:	Carolyn Willhoit
Second:	Vicki Cooper
Approved:	Voice Vote

III. Approval of November 11, 2021 Minutes

Motion:	Robert Alston
Second:	Carolyn Willhoit
Approved:	Voice Vote

IV. 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 (absent)
- President’s Report – Sara Conwell

V. 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

VI. 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 – James Parker

VII. Ad-Hoc Committee

- Roundtable – Steve Slone
- Staff Advocacy Committee (former Pension) – Kimberly Wiley

VIII. Old Business

- Parental Leave Policy
- IX. Norse Appreciation

X. Announcements -

XII. Adjournment at 2:00 PM

Motion: Robert Alston
Second: Krista Rayford
Approved: Voice Vote

New Member Vote

Vanessa Wieland was voted in as a new member.

Staff Regent – Cori Henderson

Cori Henderson shared the following:

- ERM Risk Management Update
 - Thank you to everyone who provided feedback for the Risk Management Assessment
 - Top risks that were outlined in the feedback and were shared with ERM Team were revision to the current salary ranges and the COVID-19 Vaccination mandate (if this were to become a concern, this will need to be handled thoughtfully and with input from staff)
 - Also shared the need for improved sense of belonging for staff, particularly minoritized staff (as reflected in the campus climate survey)
 - Shared results from the feedback survey, COVID-19 Vaccination Feedback Survey, and the campus climate survey
- Meeting with SC and BOR
 - Meeting with President Vaidya to discuss what this could look like

Administrative Liaison – Lori Southwood

Lori Southwood shared the following:

Business Operations and Auxiliary Services:

- Nothing to report

VP A&F / Chief Financial Officer:

- Nothing to report

Facilities Management:

- Nothing to report

IT:

- **SAP Maintenance Upgrade** -Friday, December 3 at 8:00 pm through Saturday, December 4 at 8:00 am, the SAP system will be updated. All aspects of this system will be **unavailable** during this time.
- **IT Maintenance Outage** - NKU IT will be performing maintenance Tuesday, 12/ 21 between 9 pm and 11 pm. During this time, NKU services such as MyNKU, view.nku.edu, the nku.edu website & campus services including phones & internet will not be available.
- **Single Sign-On Changes** - NKU IT will be performing an upgrade to our Single Sign-On service between midnight and 3 am on December 22. During the upgrade, access to applications that require Single Sign-On will not be accessible, this includes, but is not limited to Canvas, MyNKU, Webmail, etc.

Payroll (Kellie Zieseemer):

- Nothing to report

Training and Development (Marquita Barron):

- During the Spring 2022 semester, HR Training & Development will be sponsoring a series of webinars as great opportunities for new employees and employees interested in learning more about the campus titled “The NKU Department Showcase” that will feature various departments around campus to bring greater awareness about its work and team(s), as well as allow time for employee questions. The first showcase will be January 20 and feature the Project Management Office and project management with Nick Pearson. All employees are welcome to attend by registering via a link - <https://nku.zoom.us/meeting/register/tJMvduyrqD4oEtchqoOwpc6oHMEuyJmhXz66> - or by going to the HR Professional & Personal Development webpage. Future sessions to be announced. If you have questions or would like to showcase your department or learn more about any department, please send an email to Marquita Barron, Director of Training & Development.

Wellness (Kim Baker):

Here is an abbreviated list of some of the Wellness offerings coming in the spring – details and registration coming soon at nku.edu/wellness (upcoming classes and events)

WiSe Wellness Guild Webinars, all 12-1pm:

January 19: Healthy Intentions for Mental Health with Dr. Ashley Solomon of Galia Collaborative

- Discussing intentionality in your approach to the New Year, establishing routine and boundaries to support mental health. Dr. Solomon is a licensed clinical psychologist, leadership coach, and founder of Galia Collaborative.

February 9: Healthy Hearts: Prevention and Fortification Through Times of Stress with Dr. Odayme Quesada

- Explore a whole-self approach to support heart health through stress management, healthy diet and movement. Dr. Odayme Quesada is the medical director for The Christ

Hospital Women's Heart Center. Dr. Quesada an award-winning, board-certified cardiologist with a specialty focus on women's cardiovascular disease.

March 2: Self-Management + Relationships With Executive Coach Lauris Woolford

- Utilizing personal leadership and emotional intelligence to support healthy interactions with others.

April 6: Your Body In Balance with Alliance Integrative Medicine

- Discussing functional approach to healthcare and managing and working with chronic illness. The Alliance Integrative Medicine empowers patients and transforms their health. As a nationally recognized leader in integrative medicine, their team of highly trained physicians and health care practitioners are passionate about their work.

Airrosti Rehab Center 30-minute Webinars: 12:30-1pm

- Jan 20: Tech Neck
- Feb 3: Headaches
- Feb 17: Back Pain and Spinal Surgery Prevention
- March 3: Knee Pain Over 40
- March 17: Healthier Hips
- April 7: Plantar Fasciitis

Enhancing Health with Essential Oils Webinar Series with Dr. Kimberly Yates:

- Feb 23: Emotional Health
- Mar 23: Sleep
- Apr 13: Motivation and Focus

Live Well Conversations with the Coach: Strategies for Sustainable Change

Tuesdays, 11:45am-12:30pm, Topics TBD, Virtual format

Faculty Senate Liaison – Janel Bloch

Janel Bloch shared that Faculty Senate is finishing up the elections for next year's senators. In the last meeting, we discussed some minor tweaks to the RPT guidelines and possibly vote on those in the next meeting. The final Faculty Senate meeting of the semester is next Friday, December 17.

President – Sara Conwell

Sara Conwell shared the following:

1. A HUGE thank you to everyone who helped coordinate and/or donate toward the Care Closet donation drive! We wrapped that up on 12/3, and the Care Closet is working to collect the bins from across campus.
 - a. The Care Closet is interested in partnering up again for a coat drive next year. More details will be shared as we get closer.
2. Reminder: PAC Holiday Help for Student Parents. Gifts need to be purchased by December 10th in order to ensure the student-families receive everything
3. Something to put on your radar:
 - a. We will be conducting our Administration Evaluation Surveys in the spring semester

- b. We will discuss the parameters we would like to use at our January meeting
4. Working with BB&T on reserving the Presidential suite for a WBB. Quick pulse: Thursday or Saturday game preferred? Thursday was majority response.
5. Staff Congress Question Portal
 - a. Please continue to use this question portal for any questions/concerns/issues/feedback you would like answered or shared with Administration.
 - i. Don't hold onto these—we can get responses for you!
6. Friendly reminder: if you are feeling sick or showing symptoms of any illness, please make sure you stay home
 - a. HR working directly with any employee regarding pay/benefits and Benevolent Association
 - b. Healthy at NKU app—track symptoms
7. Thank you for the wonderful work you've been doing. I hope you are able to take some time to yourselves during our upcoming break to rest and relax and really enjoy the time away. You all work very hard and are extremely dedicated to what you do, and you are so deserving of the break. I appreciate the work you're doing in Staff Congress, and look forward to seeing how we can continue that work in the spring semester. Happy Holidays, Merry Christmas, and a very Happy New Year to all of you!

Benefits

Krista Rayford shared that there were some rumors that you may have heard regarding a Faculty Senate Benefits Committee survey about Humana possibly leaving NKU. That is nothing to worry about...our contract with Humana is through end of 2022. However, their contract is up at that end of the year and HR will of course start the "bid" process to find us the best options and negotiating a better plan. The Benefits Committee will put out a survey at the beginning of next year and hope that we can garner some feedback on the current plans that are offered so giving folks a little bit of time in the beginning of the year to utilize the new programs and plans that are out there.

Food Service Advisory

Ashley Coates shared that on Monday Dec. 20th – Tuesday, Dec. 21st only Starbucks, Qdoba and SU Market will be open until 2:00pm. Tuesday is the last day of food service before winter break.

ITAC

Dan Jones submitted a presentation regarding classroom technology upgrade plans:

Current Landscape:

- 200+ technology enhance teaching spaces
- 27 rooms replaced this past summer (primarily Science Center and Nunn Hall)
- 97 Partial Upgrades this past summer (mics/cameras for hybrid)
- 87 classrooms over 10yrs old
 - 50 analog systems

Current Base Classroom Technology:

Presentation Equipment:

- Touch Panel Room Controls

- Air Media for Wireless Presenting
- HD Laser Projector or LED/TV screen
- Document Camera
- 1 HDMI and 1 VGA connection

Lecture Capture Equipment:

- Camera to capture front of room
- Microphone(s) to capture instructor audio

IT's Identification of Classrooms to Upgrade

- Age
- Problematic Nature
- Feedback

BC 111	MP 120
LA 108	MP 303
LA 403	MP 312
LA 530	MP 333
UC Budig Theatre	

* All of these rooms have analog projection systems (4:3 aspect ratio), are at least 10 years old, and areas where we receive many requests for service.

Classroom Upgrade Discussion

Dean's Recommendations for Classroom Upgrades

- FA 116 & 221 – TV Cart Upgrade Questions
- FA 400 – Install of displaced smart classroom system
- FA 404 - Entire Smart Classroom Upgrade Needed
- FA 416 - High-end projector for instruction and high-end sound system for music courses
- LA 104 – Projector Replacement
- LA 526 - Entire Smart Classroom Upgrade Needed
- NH 534 – Projection Upgrade
- SC 201, 207, 301, 302 & 304 – lighting/projection quality issues

Sustainability

Tiffany Budd shared that NKU Sustainability in collaboration with Parking Services would like your feedback on a Campus Transportation Survey. The survey data will be used to determine commuter habits to/from work and school and help inform decisions around future electric vehicle charging station locations. This very short 2 minute survey is open to all students, faculty, staff and administrators and will close on December 17. You can access the survey [here](#). We appreciate your participation!

Transportation

Tiffany Budd shared a plug for the transportation survey that was sent out via marketing. It is basically questions about your commuting habits, what parking lot you use, and electric vehicle questions. It takes less than five minutes to complete.

Roundtable

Steve Slone shared that the Roundtable event this year is scheduled for February 10 during our regular Staff Congress meeting via Zoom. Be sure and submit your questions via the web link on the Staff Congress page.

Staff Advocacy Committee (formerly Pension)

Kimberly Wiley shared the resolution on staff salaries for the second time for Congress to consider. The resolution was read and was voted on by the members. The resolution passed with 87% voting in favor as presented. The committee will also prepare a document containing background information that we gathered to prepare the resolution. We will share this with Lori and then with SC Exec Team to share then with Administration.

NKU Staff Congress Resolution on Staff Salaries

Whereas, NKU is losing experienced talent that is hard to replace, and realizing that:

- Long term salary compression is a strong contributing factor to increasing staff turnover.
- Staffing vacancies increase the work load on remaining employees, leading to burnout, institutional and positional resentment, and therefore higher levels of resignations.
- Filling vacancies is an expensive and time consuming process.
- Lost institutional knowledge is irreplaceable.

NKU Staff Congress urges university leadership to prioritize investing in existing staff by allocating the funds needed to complete the implementation of the Human Resources salary market adjustment by the start of fiscal year 2022/23; directly supporting NKU's Success By Design strategic framework.

As NKU's Success By Design strategic framework focuses on student success, the availability of experienced and knowledgeable staff support for faculty and students is crucial.

Facts:

- The initial phase of the salary market adjustment focused on hiring instead of retention.
- Pay grades have been upgraded, but they were applicable only to new hires and those employees who were currently below their new minimum salary rate. This resulted in some experienced employees earning less than new hires in the same position.
- The negative impact this initiative has had on employee morale across campus cannot be understated.

Addressing compensation inequality is an urgent issue and cannot wait...

During this process, and to ensure open, communicative, representative, and straightforward dialogue and issue resolution, transparency and accessibility are paramount.

Staff Congress expects to be able to advocate for staff, provide essential and valuable feedback, and collaborate with university management on this important effort. We need to be at the table, without delay.

Investing in staff retention is vital, supports NKU's core values and goals, and will shore up a brighter future, together.

Staff Congress 40th Anniversary Committee

Sara Conwell shared that the SC 40th Anniversary celebration will be held on March 10 at 6:00 pm in the HIC Lobby. President Vaidya would like us to invite the Board of Regents to the event to we are planning this in the evening. We are also inviting former and retired Staff Congress members and thought an evening event would work better for schedules. Jim Parker will be providing music for the event. More information to come.

Norse Appreciation

Steve Slone shared the following Norse Appreciation submissions. He encouraged and "challenged" everyone use Norse Appreciation to acknowledge staff who deserve some recognition. The month of December had 29 Staff, 16 Faculty and 1 Student.

December Norse Appreciation:

Staff

Allison Buchanan
Amanda Richardson
Beth Lackey (Twice)
Brigitte Evans
Brooke Moore
Christina Knight
Christopher Middendorf
Christy Wolfram
Dan Ginn (Twice)
Donna Neace
Facilities Labor Crew Assigned to BC
Georgia Knuehl
Grace Hiles
Habig Sanogo
Hayden Skinner-Fine
Kara Thompson
Kristi Bishop
Lisa Wolf
Lori Thaxton (Twice)
Mail/Distribution Services
Michael Frazier
Norse Violence Prevention
Paula Seta
Rusty Mardis
Samra Pilav

Sherri Jones
Siobhan Ryan-Perry
Tiffany Boone
Tina Curtis

Faculty

Brittany Sorrell
Darrin Wilson
Erin Masters
Gannon Tagher
Gwenette Gaddis
Jason Farkas
Jennifer Ungerleider
Keith Collins
Kelly Moffett
Mahdi Yazdanpour
Maren Carpenter Fearing
Nancy Bowers (Twice)
Nicholas Bonner
Samuel Cho
Shamima Ahmed
Shawn Nordheim

Student

Alyssa Taylor