

Members present: Robert Alston, Tina Altenhofen, Cindy Ash, Chris Bowling, Tiffany Budd, Ashley Coates, Gina Combs, Sara Conwell, Vicki Cooper, Brigitte Evans, Ali Hannig, Kristine Horine, Mike Irvin, Dan Jones, Sherri Jones, Beth Lackey, Brenda Maldonado, Michelle Melish, James Parker, Brittany Ranz, Krista Rayford, Frank Robinson, Steve Slone, Terri Smith, Diana Wallace, Brandon Weinel, Carolyn Willhoit, Christopher Witt

Members absent: Peg Adams, Christopher Charnegie, Thomas Crabtree, Hanna Ferrenberg, Sue Murphy Angel, Terkerah Washington, Kimberly Wiley

Guests: Marquita Barron, Janel Bloch, Joyce Ferneding, Cori Henderson, Grace Hiles, Nathan Isidro, Pam, Lori Southwood, Lou Stuntz, Jennifer Taylor, Lori Thaxton, Rose Tempel, Matheus Wibe

I. Call to Order at 1:02 PM

II. Approval of June 10, 2021 Minutes

Motion:	Carolyn Willhoit
Second:	Ali Hannig
Approved:	Voice Vote

III. Liaison Reports

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

IV. Standing Committees:

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

V. University Committees:

- A. Benevolent Association – Kimberly Wiley
- B. Food Service Advisory – Ashley Coates
- C. IT Advisory Committee – Dan Jones
- D. Regent's Distinguished Service Award – Ali Hannig
- E. Sustainability – Tiffany Budd
- F. Transportation – Chris Bowling
- G. Employee Engagement and Wellbeing – Diana Wallace

VI. Ad-Hoc Committee

- A. Roundtable – Steve Slone
- B. Pension – Kimberly Wiley

VII. Old Business

- A. Administration Evaluation Survey
- B. Staff Remote Work Survey

- VIII. New Business
A. 2021-2022 Staff Congress Meeting Format Survey
B. Staff Congress Spotlight

IX. Non-Member Discussion Period

X. Norse Appreciation

XI. Announcements -

XII. Adjournment at 2:57 PM

Motion: Bob Alston
Second: Jim Parker
Approved: Voice Vote

Secretary Election

Kimberly Wiley was re-elected as Secretary.

New Staff Congress Members

Jim Parker and Gina Combs were appointed as new Staff Congress members to replace departing members.

Staff Regent, Interim – Cori Henderson

Cori Henderson congratulated new members. Her first official Board of Regents meeting will be next week.

Administrative Liaison – Lori Southwood

Business Operations and Auxiliary Services:

- Nothing to Report

VP A&F / Chief Financial Officer:

- Continuing to meet with committee to discuss recommendations for use of the 3rd federal stimulus funds (American Rescue Plan)

Facilities Management:

- Nothing to Report

IT:

- Just a reminder - Do not post any NKU ID cards on Social Media. This includes your AllCard or Department ID Cards. The information on those cards can be used to take over your NKU accounts, including but not limited to email, payroll information, and grades.

- Remember to log into vpn.nku.edu every couple of weeks so that your computer gets security updates and patches if you are not on campus regularly.
- Zoom has added a feature for users to [add a pronoun value](#). Students who have defined their pronouns through the Registrar should see those in zoom automatically. Contact the IT Help Desk if you need assistance in configuring this feature.

Human Resources:

- Board of Regents approved increase of 1.5% is in SAP for all eligible employees, effective 07.01.2021. The first pay check with pay dates including 07.01.2021 or later, will reflect this increase.
- **Flexible Work Arrangements Information Sessions:** These sessions will provide you the opportunity to learn more about the Flexible Work Arrangements procedures. Both sessions will cover the same content, so you may choose to attend one or both sessions.
 - Flexible Work Arrangements Session 1 - **Wednesday, July 14, 2021** from **10:00-11:30am** | Zoom link: <https://nku.zoom.us/j/91541985393>
 - Flexible Work Arrangements Session 2 - **Thursday, July 22, 2021** from **2:00-3:30pm** | Zoom link: <https://nku.zoom.us/j/97418230313>
- **Benefits:**
 - KERS Tier 3 Staff participants can now fax their Form 1500 for funds transfer to their TIAA accounts until 8/31. They should keep a copy of the fax confirmation. They should receive a letter from KERS within a week acknowledging receipt of the form and it was in good order. Account balances will transfer from KERS between the middle and the end of October to their TIAA 403(b) accounts.
- **Wellness:**
 - [Holistic Self-Care: The What, Why and How Webinar, July 14, 1-2pm](#)
 - Self-care is a hot buzz word 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, the list goes on.
 - Self-care goes well beyond the massages and spa visits we envision when we think of self-care and it is vital for our health and wellbeing. In this session, learn about the framework of 6 areas for self-care, including for the workplace, 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
 - [Free CPR/AED Training and Certification Classes, July 20 and 21, Student Union Room 109](#)
 - The NKY EMS will be providing free CPR and AED training classes on the NKU campus for faculty and staff (not including student workers). Certification is through the American Safety and Health Institute and is valid for 2 years. Each participant will receive a Basic Life Support and AED certification card after completion of the class.
 - Register for all online at nku.edu/wellness, Upcoming Classes and Events Page

Faculty Senate – Janel Bloch

Dr. Bloch reported that Faculty Senate does not meet during the summer so they have not held their first meeting for the new year. They are looking forward to meeting the new Provost, Dr. Matt Cecil. She shared that she works on University Policies and the Faculty Handbook.

President – Sara Conwell

1. Welcome to new and returning members
2. Parliamentary Announcement—Krista Rayford has agreed to serve in this capacity
3. Congress Goals—will discuss during August meeting, but be thinking about what we'd like to accomplish this year
4. Center for Teaching and Learning Educator Learning Community (ELC) for staff
 - a. Early Career as a topic
 - b. If you have any other topic ideas for an ELC, please let me know
5. Attendance Importance
6. Staff and Faculty Picnic—creation of ad-hoc committee to help in planning events
 - a. Let me know if you're interested in being part of this committee

Committees –Chairs/ Members/Meetings

Following are the new chairs and members of the Staff Congress Committees.

Standing Committees:

- Benefits – Chair Krista Rayford: Peg Adams, Brigitte Evans, Allison Hanning, Diana Wallace, and Kimberly Wiley. Meetings possibly on Tuesday morning.
- Constitution & Bylaws – Chairs Tiffany Budd and Christopher Witt: Michelle Melish, Chris Charnegie, Hanna Ferrenburg, and Chris Bowling. Meetings first week of month.
- Credentials & Elections – Chair TBA: Tina Altenhofen, Sue Murphy Angel, Terry Smith, Brandon Weinel, and Beth Lackey. Meetings are the third Wednesday of the month.
- Outreach – Chairs James Parker and Gina Combs: Brittany Ranz, Kristine Horine, and Brenda Maldonado. Meetings TBD.
- Policies – Chairs Frank Robinson and Robert Alston: Ashley Coates, Mike Irvin, and Vicki Cooper. Meetings TBD.
- Scholarship – Chair Sherri Jones: Cindy Ash, Dan Jones, Thomas Crabtree, Terkerah Washington, and Carolyn Wilhoit. Meetings third Tuesday of every month.

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
- Ad-Hoc Committees:
- Roundtable – Steve Slone
 - Pension – Kimberly Wiley
 - Staff Congress 40th Anniversary – Sara Conwell

Roundtable

Steve Slone shared that the results of the Roundtable will be posted on the SC website as soon as he receives the final response. This year's event will be held in February during our regularly scheduled meeting. Still yet to determine whether it will be in person or virtual.

Pension Committee

Sara Conwell shared last years work of the Pension Committee. With the Pension decision finalized, the committee will transition it's focus to working with Carmen Hickerson, our Frankfort liaison, to stay informed regarding information from the state level. The committee wants to stay active and informed regarding issues and pension items that affect NKU. Kimberly Wiley will continue as chair of the committee.

Staff Congress 40th Anniversary Committee

Sara Conwell shared that the 40th anniversary of Staff Congress is this year. We are planning a celebration and hoping to bring back retired staff and previous officers and members of Staff Congress to participate in the event.

Old Business

Sara Conwell shared information about the Administration Evaluation Survey. The results of the 2021 survey have been compiled and have been provided to the President for his review. Individual President's Cabinet members will also get to see their survey results as well. The evaluation will be shared with the Board of Regents. More information coming at next month's meeting. We had 437 individuals complete the survey, a phenomenal response! The survey results were great feedback and great information for us as a university to have.

The Remote Work Survey has also been compiled. The responses were wonderful and we received great comments, opinions and suggestions about expectations regarding returning to work and what it may look like. We have been in communications with Lori Southwood, the President and administration. The President was adamant that they had this information before the town hall meetings began. The majority of individuals said they would prefer a hybrid arrangement where they had set days/times to be on campus or work remotely OR where they only came in as needed. There were some individuals who preferred to work from home full-time. Administration is looking into space and schedule adjustments. This transition will be a process with a lot of changing things to determine what will and what won't work.

New Business

Sara Conwell shared the Staff Congress Meeting Schedule Survey results. Meetings will be a mix of virtual and in person. The December end of semester luncheon, the Roundtable in February, and the June Scholarship Ceremony and celebration of outgoing staff are scheduled to be in person. Zoom options for the in-person meetings will be available.

September – In Person
October – Zoom
November – Zoom
December – In Person
January – Zoom
February - In Person
March – Zoom
April – Zoom
May – In Person
June – In Person

Staff Congress Spotlight

Krista Rayford information about Staff Congress Spotlight and requested members send her their information to share on the SC Facebook page

Non-Member Discussion

Marquita Brown asked about staff learning session. Sara Conwell will update her after the meeting when she has more information.

Norse Appreciation

Steve Slone explained to the new members about Norse Appreciation and encouraged everyone to acknowledge staff who deserve some recognition. Since it started, we've had close to 200 "Appreciations" come through! Steve also thanked Jennifer Taylor for her assistance with putting it on the app.

July Norse Upprecation:

Courtney Clark-Rankin
Millie McLemore
Horticulture and Grounds Team
CITE group from Steely Library
Ashley Seibert
Jen Cellio

Announcements

Sara Conwell shared info regarding the Standing Committee Chairs and University Committee Representatives' participation in the SC Council of Chairs meetings. Invitations will be sent the appropriate parties. The meetings occur the Thursday before the Staff Congress meeting at 10:00 am and typically last about an hour.

Chris Bowling reminded everyone to not forget to get their parking passes for the new year.

Brittany Ranz shared that CAP and Stealy Library have entered into a permanent partnership for the lending library so if students are interested, they can see if the textbook is in circulation and they can borrow it for the semester.

Tina Altenhofen asked whether Health and Wellness provides any support for the high school students who earn college credits on campus. Bob Alston said it depends on the student's relation with NKU and suggested that the student or their family contact counseling services directly for assistance.

Bob Alston shared that they are in the process of creating a partnership with the Foundation and Alumni Services offices to shift the Covid 19 student emergency fund to a general student emergency fund and hopefully be able to continue to serve students.

Tina Altenhofen asked about Fuel NKU. James Parker shared that they are up and running.