

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

Members absent: Thomas Crabtree, Hanna Ferrenberg, Mike Irvin, Dan Jones, Brenda Maldonado, and Krista Rayford

Guests: Amanda Andrews, Kim Baker, Tracy Ball, Marquita Barron, Janel Bloch, Sheena Brooks, Ross Brown, Trey Cumbie, Emily Dobbs, Rebecca Hansen, Cori Henderson, Grace Hiles, Janice Ison, Nicki Koeninger, Stephanie Korsland, Georgia Knuehl, Jacki Marsala, Chad Ogle, Randy, Madeline Rumker, Anita Southwick, Lori Southwood, Lou Stuntz Jennifer Taylor, Lori Thaxton, and Kellie Ziesmer

I. Call to Order at 1:02 PM

II. Approval of July 15, 2021 Minutes	Motion:	James Parker
	Second:	Carolyn Willhoit
	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 – Chris Roat
- 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. Staff Remote Work Survey

VIII. Norse Appreciation

IX. Announcements -

XII. Adjournment at 2:14 PM

Motion: Christopher Witt
Second: Ashley Coates
Approved: Voice Vote

Staff Regent – Cori Henderson

Cori Henderson shared that the BOR had their BOR retreat and it was her official meeting as Staff Regent. It was great to meet all the Regents and begin fostering a relationship with them. They discussed having more opportunities to engage with staff.

Faculty Senate Liaison – Janel Bloch

Janel Bloch shared that Faculty Senate has not met yet but there is an Executive Meeting scheduled for Monday, August 16.

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:

- The wireless network named NKU_SECURE was retired on Friday, August 6, at 7:00 am ET. The wireless networks named NKU_PUBLIC and NKU_ENCRYPTED will remain available. If you require access to internal network resources (J: K: drives, etc.) connect to NORSE_NET or NKU_ENCRYPTED by logging in with your NKU username and password. For assistance, please contact the IT helpdesk.
- Connect your laptop computer to VPN this month BEFORE returning to campus. This will prevent certificate errors when you return to campus.
- During the first two days of the semester, August 23 and 24, IT staff will be located in key areas of campus to help with smart classroom support and other technical questions. Support staff will be centrally located in academic buildings but will move around the buildings to assist. As always, faculty and staff can call the Help Desk for assistance. We hope this in-person service will smooth early issues by providing an immediate response to technical problems. Building locations will be published in the next IT Newsletter.

Training & Development (Marquita Barron)

- Human Resources and Academic Affairs teamed up to create an online orientation. This course will provide new employees, regardless of shift or work assignment, with an opportunity to engage early and access the information and various tools and resources necessary for their new role on-demand. The plan is to retroactively capture those employees with a start date of July 1, 2021, and beyond and then include a link in their welcome letter with an anticipated start date of Monday, Aug. 9. All managers will be able to view this course soon. For any questions about this course and/or assistance with your departmental orientation, please feel free to reach out to Dr. Marquita Barron (staff) or Jason Vest (faculty).

•
Wellness (Kim Baker):

Here is the short list of Wellness updates – high level of what I will be offering this fall. More details to come in ThisWeek and on the Upcoming Classes and Events: Northern Kentucky University, Greater Cincinnati Region (nku.edu) page. *All offerings begin at noon except those in red:*

1. Live Well: Healthy Habits and Weight Management Group: Begins September 7 and will meet 2-3x a month
2. Guided Meditation with Ashley Siemer: Begins September 1 and will meet 1-2x per month
3. Virtual Stretch Breaks with Airrosti: Begins September 2, offered 2x a month
4. Plan Your Work and Work Your Plan (Passion Planner) Lunch and Learn from the IHI: September 8
5. WISE Wellness Guild partnership: Series of health and wellbeing related webinars and other virtual supports from local businesses and experts: Begins September 15
6. Holistic Self-Care for Personal and Professional Success: The What, Why, And How: TBD
7. CPR/AED Training and Certification Classes: October 12, October 13
8. St. Elizabeth Cardiovascular Mobile Unit: 2 days in late October
9. St. Elizabeth Mobile Mammography Van: 2 days in early November

President – Sara Conwell

- A. Mask Mandate—what have you heard? Thoughts around campus?
- (1) Complaints
 - (2) Appreciative
 - (3) Anxiety about pivoting again to online
 - (4) Faculty about projecting voice
 - (5) Pods of students outside
 - (6) Reduce motivation to get vaccinated
 - (7) Mailroom still has masks (Humana, Disposable)
 - (8) Uneasiness
 - (9) Contacting our outside parties to let them know about masking requirements
 - (10) Events with catering (normal processes as usual) need to be addressed
 - (a) Fiscally

- (11) Verbiage around safety/respect for other's health—take focus off of the mask
 - (12) Outside contractors—how are they being notified?
 - (a) Shared as we engage with contractors
 - (i) Procurement sends communication, along with the various departments/project managers are sending communication
 - (ii) Add'l updates as things change
 - (b) Mail distribution has disposable masks and Humana masks
 - (13) Catering—still will continue individually-wrapped
 - (a) New procedures for this year—can bring non-perishable outside food items as long as we do not spend over \$250
 - (14) Reduction in masking if our vaccination rate?
- B. Educator Learning Community (ELC) for staff—waiting until SP 22 to host
- (1) Trying to figure out how we can collaborate with HR
 - (2) If you would like to participate in any of the ELC's for the fall semester, you can go to the Center for Teaching and Learning's website to register
- C. Staff Congress Goals
- (1) Would like to set goals again for this year
 - (2) What are some goals we should make?
- D. Future Staff Congress Meetings
- (1) September meeting is planned for in-person
 - (a) Still want to keep it that way or do we want to wait on guidance before shifting to virtual?
 - (2) Will do virtual in September and will assess in-person meetings as we go

Benefits

- Tier III employee KERS-TIAA transition going well.
 - Deadline is 8/31
 - Submit Form 1500
 - Email coming
 - Employees will receive letter from KERS notifying transfer approved.
- Open Enrollment will be 10/27 – 11/11
 - Still deciding on passive enrollment like last year
 - Some changes – Humana issues with HAS, looking at new provider
 - Still in talks with medical
 - No change to vision or dental
 - Benefits Fair will be virtual again
- Paid Parental Leave policy – still in the works meeting this morning.

Outreach

James Parker shared that the committee will meet every Monday before the Thursday Council of Chairs meeting. They have set the goals for the committee.

Policies

Frank Robinson shared that the Policy Committee met to discuss their Goals and Objectives for this year, and they decided to keep their goals very similar to last year (Increase synergy between staff and policy committee groups, improve staff representation on policy committees, and increasing policy awareness for staff) but their objectives have updated for this year under each of the goals to build on the work that was done last year. A couple of the new sub goals include: Helping staff to understand and work through how policies turn into actionable items to make sure staff are not only informed of the policy, but how it directly impacts them, finding where student communication gaps might exist of policies that might not just impact us but students too, and trying to bridge connections when multiple policy groups do not realize that other policy groups might be discussing the same issues but in different policy pockets in order to reduce silos and confusion.

Sustainability

- Reminder that NKU holds an institutional membership with [AASHE](#), the Association for the Advancement of Sustainability in Higher Education. It offers many great resources for faculty, staff and students, such as webinars, workshops, conferences and volunteer opportunities, etc. They also send out a weekly newsletter highlighting sustainability initiatives at universities around the nation. NKU was featured in 2019 when we signed on with the Cincinnati 2030 District.
- To give an update on the status of the 2030 District and their four pillars:
 - 50% reduction in energy use: The District created a building audit and performs free walk-throughs for members. Professional partners of the District also offer discounted products and services to members, such as LED lighting. The District has offered many free educational sessions and workshops around energy efficiency.
 - 50% reduction in water use: This team has not been formed yet but is in the works.
 - 50% reduction in transportation emissions: The District is partnering with many organizations regarding this pillar. A survey has been created and is planned to be rolled out in Sept or Oct. NKU will participate in the survey but we may be combining it with another planned survey on electric vehicles. More to come on this.
 - Increase occupant health: Kim Baker and I participated on the committee that created a guide for improving occupant health in the built environment in our region. This guide is the first of its kind for any of the Districts and will be a template for other cities to use. Official release of the guide is scheduled for August 26.
- I am nearing completion on the EnergyCAP database construction. The project is set to be complete by October. EnergyCAP is an energy management software that will allow NKU to better understand and manage our utilities, resulting in increased efficiency and savings.
- NKU Sustainability was contacted by an NKU alumni who manages Panorama Plus apartments regarding improving recycling and composting for their residents. Panorama residents consist of mostly retired seniors. We collaborated with Panorama to improve their recycling and composting infrastructure and also educate residents on how to properly recycle and compost. The initiatives were specifically designed for the senior residents at the apartments, a population that is often not catered to in standard communication about sustainability.

- NKU has partnered with Electrada, a local business that offers turnkey electric vehicle charging, to scale the university's charging infrastructure. Electrada offers a unique business model where they own, operate, and maintain the charging stations at no cost to the university. Two new stations, with four total charging ports, are being added to the parking lot adjacent to the new residence hall. A survey will be sent out in the fall to gather input from the campus community on best locations for future charging stations. This innovative public-private partnership allows NKU to meet the demand for more charging stations without any financial burden to the university.

Roundtable

Steve Slone shared this year's Roundtable event will be held on February 10 during our regularly scheduled meeting. Still yet to determine whether it will be in person or virtual. He still needs folks on the Roundtable committee so if you are interested, please let him know.

Pension Committee

Kimberly Wile shared an email from Bruce Smith that was sent out to all Tier 3 participants regarding their KERS account balance transfer to TIAA and the upcoming deadline.

As a current Tier 3 Participant, this is the **final reminder** regarding your account balance transfer you can make to the NKU 403(b). Tier 3 Participants have exited the KERS (KPPA) pension plan as a 6/30/2021. As a result, you are now participating in the NKU 403(b) Retirement Plan administered by TIAA. The university will contribute 10% of your pay and your mandatory contribution is 5% of pay. If you have not already done so and wish to transfer your current KERS account balance to the 403(b) Retirement Plan, you will need to complete the attached form and send or fax it to the address or phone number at the top of the form. Anyone can serve as a witness to your signature. The deadline is 8/31/2021, no exceptions. If you have already submitted your form to KERS, there is no action needed. This is a reminder for anyone that has yet to submit their form to KERS. KERS has indicated that balances will transfer to the TIAA accounts between the middle to end of October 2021.

***** **Important Information Regarding Your KERS Account Balance** *****

KERS Account Balance Transfer

As a Tier 3 Participant in the KERS (KPPA), you will have an opportunity to transfer your current account balance to your newly established TIAA account. Effective 7/1/2021, you became vested in **both** the NKU employer pay credit portion and your contributions. KERS has established a rollover "**window period**" from **July 1 to August 30, 2021**, wherein you may choose to roll over the balance from your Kentucky Employees Retirement Systems (KERS), now known as Kentucky Public Pension Authority (KPPA), into the **Northern Kentucky University Defined Contribution 403(b) Plan administered by TIAA.**

If you choose to rollover your KERS account balance to your TIAA account, you will need to complete the attached KERS Form 1500. Your Member ID is your KERS current member number. You will need to complete the attached form and mail or fax it to KERS (i.e. KPPA) **but no later than 8/31/21.** *If your form is received after 8/31/2021, your form will be considered*

beyond the “window period” and your account will not be transferred to TIAA. If you choose not to transfer your KERS account balance or missed the window period, you will be vested in the KERS account balance and can then access the funds as a KERS retirement benefit when you eventually retire.

We would suggest you **keep a copy of the completed form for your records.** If you fax the form instead of mailing to KERS, we would suggest **keeping a copy of the fax transmittal** showing the receipt by KERS. The **number to fax the form to KERS** is **(502) 696-8822** and is also located at the top of the form. If you want to know your account balance eligible for transfer, you can login to KPPA using your User ID & Password and look at your Account Balance Letter. The benefits department does not have access to your account information. If you need help, you can contact their **toll-free number at 1-800-928-4646.**

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

The Remote Work Survey has also been compiled and the results and the full presentation will soon be posted on the Staff Congress website.

Staff Congress Spotlight

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

Norse Appreciation

Steve Slone encouraged and “challenged” everyone use Norse Appreciation to acknowledge staff who deserve some recognition. Since it started, we’ve had close to 200 “Appreciations” come through!

August Norse Appreciation:

Eli Baird
Bert Brown
Karen Dawn
Teresa Huddleston
Andy Meeks
Parking Services

Announcements

Sara Conwell reminded everyone about the Norse Educator Summit being held on August 17 from 8:00-12:00. This one is focusing on high impact practices for diversity equity and inclusion.

Sherry Jones reminded everyone about Victor Fest.

Steve Slone reminded everyone of the 40th Anniversary Committee. If you are interested in serving on the committee, please let him know.

Peg Adams reminded everyone of the Lending Library.

Chris Bowling reminded everyone to remember their parking pass.

Steve Slone shared that there are conversations about Mail Services to start making deliveries to offices again.