Members present: Peg Adams, Robert Alston, Tina Altenhofen, Cindy Ash, 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: Chris Bowling, 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 1:02 PM

II. Approval of August 12, 2021 Minutes

Motion:	Carolyn Willhoit
Second:	Vicki Cooper
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 Uppreciation

IX. Announcements -

XII. Adjournment at 2:35 PM

Motion: Vicki Cooper
Second: Jim Parker
Approved: Voice Vote

Staff Regent – Cori Henderson

Cori Henderson shared the following:
- Flexible Workplace Procedure
  - Lori shared at BOR meeting yesterday that 38% of staff are interested in FWA, but thus far only 28% are utilizing this benefit. Lori shared that HR is still receiving forms, so this number will continue to increase.
  - Please encourage colleagues who are interested in FWA to review the procedure and speak with their supervisor if this is something they could do.
- BOR member to attend Staff Congress Meeting
  - I plan to follow up with Bonita to see if a member can attend one of our meetings this fall.
- Faculty Senate Vaccine Requirement Resolution
  - With the Staff Congress vote on endorsing this resolution was about 60/40, I would like to hear from SC about your thoughts and opinions on NKU moving forward with a vaccine requirement. Please feel free to send me your thoughts and concerns on this matter so I can share with BOR.

Administrative Liaison – Lori Southwood

Business Operations and Auxiliary Services:

- Nothing to report

VP A&F / Chief Financial Officer:

- Process improvement management committee will be sending out a survey soon to all faculty and staff regarding input on areas to review for process improvement with a Box 2 lens.

- We are looking at a potential bond refunding of our 2011 Series A bonds given favorable interest rates currently that could save the university over $700k in future debt service payments over the next 10 years.

- Our development partner, Fairmount Properties, continues to work on US27 project financing and working on potential retailers including restaurants.

Facilities Management:

- Nothing to report

IT:

- C-cleaner is not approved for use on NKU managed computers. If you have it on your NKU managed computer, please remove it as it violates the C-cleaner licensing agreement.

- IT will be performing upgrades on Saturday morning, September 18th between midnight and 6:00 am. During this time, the NKU website, myNKU, BWP, and all SAP test systems will be unavailable.

- NORSE_NET is a new wireless option. It is a secure connection that provides access to internal network resources (J: K: drives, etc.). To connect to NORSE_NET login with your NKU username and password. NORSE_NET can be used by both NKU managed computers and personally owned devices.   NORSE_GUEST is a new wireless option for visitors to NKU's campus.
  - Connections to NORSE_GUEST expire after ten days.
  - The Guest network is intended for short-term internet access only.

Wellness (Kim Baker):

WISe Wellness Guild Webinars Begin Sept. 15
- University Wellness has partnered with the WISe Wellness Guild to provide virtual health and well-being webinars from local experts once a month for faculty and staff, as well as a variety of online resources and tools. The first is Stepping Into Empathy with Executive Coach Lauris Woolford on Wednesday, Sept. 15, from noon-1 p.m. Lauris will discuss the importance of empathy as a tool to create a positive culture within teams, organizations, and classrooms. Lauris is an executive coach and leadership consultant with over 33 years of hands-on experience in coaching leaders and teams, and in supporting positive cultural transformations. She brings a real-world leadership perspective gained from managing multiple retail operations, a corporate university, and leading an Organization Development division for a Fortune 500 financial services company. She has actively been involved in multiple mergers and acquisitions. Register online.

- Other WISe Wellness Guild webinars and information at https://inside.nku.edu/hr/wellness/services1/wise.html

> *Article I.   Payroll (Kellie Ziesemer)*

- Please remind everyone that W2 time is drawing near, PLEASE sign up for online W2's ASAP and if not, check mailing address to be sure W2 will be delivered to the correct address.

HR Information Systems (Dionna Sholler)

- Nothing to Report

Benefits (Bruce Smith)

- Open Enrollments:
    - Dates for enrolling in 2022 benefits are (10/27 thru 11/11);
- Benefits Bulletin will be sent electronically prior to the annual enrollment period to help explain benefits & changes
- The HDHP 1500 is being eliminated so if you do not choose a new plan you will be enrolled in the HDHP 2500
- This will again be a passive so you only have to log into the system to re-enroll to confirm or enter amounts for HSA/FSA/DCA;
- Change in the HSA vendor from Humana to Chard-Snyder (our current FSA vendor)
- Tier 3 account balances will transfer from KERS to TIAA sometime between mid to late October

Compensation & Classification (Josie Kondaveeti)

- Human Resources is launching a multi-year comprehensive staff compensation review. This review is necessary to help improve our salaries in comparison to the external labor market. Our goal is to improve our ability to retain and recruit employees. Recruiting and retaining talented employees is critical to the University achieving our mission of student success.

- The first phase increases NKU's staff compensation structure (moves salary ranges up). This salary grade range adjustment does not change employees' pay unless their pay falls below the minimum of the new compensation structure. Those employees whose pay is below the new minimum will have their pay increased to the new minimum, effective September 1, 2021 and received communication from Human Resources detailing the change.

- The next phase will be to start reviewing all staff pay for possible pay adjustments based on the new compensation structure. Funding considerations will determine the time frame of this phase. Over **time, this revised compensation structure will improve the competitive salary levels of our employees and adjust salaries to account for experience and equity.**

Faculty Senate Liaison – Janel Bloch

Jane Bloch shared that Faculty Senate met on August 30. The main order of business was a voting item on a resolution recommending a COVID-19 vaccine requirement. There was a lot of discussion about exceptions, and the resolution did include exceptions for health and religious reasons. In the reports from committees, most are just getting started. TEEC's work on the proposed Vanish-Fail grade continues, and the proposal will be reviewed by

AAPC soon. The Budget Committee is getting ready for the state biennial budget process and will be looking atthe recommendations from last spring's faculty budget survey.

Student Government Association – Chris Roat

Currently SGA's main goal is getting students engaged in the organization and to apply as senators so they can reach quorum and be able to conduct business, as well as getting studentsto be engaged with the University.

SGA is also trying to build a positive culture between the members themselves, as well as the student body in order to rebuild trust the organization has lost over the years

We will be setting up a form for guests to request to come in and speak at our general body meetings.

President – Sara Conwell

1. Remote Work Survey
    A. Grace has been working with IT on getting the results secure on the website
        (1) In the future, to help simplify things, we will begin creating pages designated for secure documents (similar to how we do Roundtable)
        (2) Currently in the Roundtable page, but will be housed separately
2. FUEL Donation Drive
    A. Began 8/23 and is going until 9/23
    B. Jim Parker and his team are picking up the donation items weekly
    C. Nick from FUEL will stop by in October meeting to tell us the final tally of pounds donated as well as any monetary donations
3. Care Closet Collaboration—October/November collaboration
4. Goal Setting
    A. Community Service / Philanthropy
        (1) FUEL
        (2) Care Closet
        (3) Holiday help for PAC
        (4) Adopt a Highway / Road Cleanup / Campus Cleanup
    B. Staff Retiree Association
        (1) Volunteering
        (2) 40th Anniversary
    C. Professional Development
        (1) Potential ELC
        (2) Staff Congress database of expertise
            (a) What we're all good in
5. Question Portal Reminder
    A. A way to get answers bring about issues in real-time, instead of waiting to submit questions for the Roundtable event
6. FS Vaccination Resolution
    A. Staff Congress poll passed to endorse the resolution with virtual quorum
    B. Not a unanimous decision, and we know is not an accurate view of all staff at NKU

Benefits

Staff Congress Benefits Committee
First Meeting – 8/31/21 11am

Members: Krista Rayford, Kimberly Wiley, Peg Adams, Ali Greer, Diana Wallace and Brigette Evans

Guests: Natalie Gabbard, Bruce Smith

Agenda:

- Updates from NKU Benefits (to be announced at SC Meeting)
  - Virtual Benefits Fair will be October 8th. Annual Enrollment Period will be Passive. There will not be a lot of changes this year. More details will be coming out soon. Look for the Annual Enrollment Bulletin coming out soon. Move HSA from Humana to Chard-Snyder.
  - Tier 3 Participants – August 30 was the last day they could request for an account balance transfer from KERS to TIAA. Per KERS, It will take into effect in Mid to Late October to show in TIAA.
  - We worked on committee goals and will be submitting them.

Outreach

Jim Parker shared that the attended SGA's retreat meeting and the whole thing was about conflict resolution. They had a speaker that took them through some conflict resolution exercises and ways to connect better. This was SGA's recognizing that last year can't happen again. Emphasis on family and home. This was their first live meeting in a year and a half. Arnie and Sarah took part also.

Policies

Frank Robinson shared the Policy Committee report:

Many of the policy committees are about to begin meeting for the semester and staff can be involved in a couple of different ways:

1. Please let our policy committee know if you have feedback, talking points, comments, or ideas to bring to policy committees as we meet with them
   a. (Our committee will be watching for overlap when policy committees touch on similar ideas to help bridge connections as needed)

2. We will be working to have Staff Congress representation on policy committees, so let us know if there are any policy groups you think we should have a presence in

3. Staff can be aware of policy updates by signing up for the email communication list serve on policies on the policy website: https://listserv.nku.edu/wws/subscribe/policy_alert

Sustainability

Tiffany Budd shared the Sustainability report:
- 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.
- NKU Sustainability has hired a second student worker whose primary responsibility will be student, faculty and staff engagement around sustainability. This will include items such as tabling in the SU, presentations, recycling trainings, building education and awareness around sustainability and more. If you would like for your students or faculty/staff to become more involved with sustainability on campus, please reach out to me: buddt1@nku.edu
- Campus Sustainability Month is coming up in October. We will be hosting both in-person and hybrid events. Planning is still on-going but some of the events will include: recycling workshop by Rumpke, tabling in the SU on Oct 7 and 21, a tour for students at either Rumpke or 80 Acres Farm, a roundtable discussion on a sustainability topic, world vegetarian day event (Oct 1), and more. Check our website frequently for updated events: https://inside.nku.edu/sustainability/get-involved/campus-sustainability-month-.html

IT Advisory Committee

Dan Jones shared the IT Advisory Committee report:
- Strategic Plan Update Ideas next 5 years Update
- Initial goals in 1-2 year focus Future Direction 2-5 years

Campus Wi-Fi Migration Encryption infrastructure changes
- Security Information & Event Management NKU Secure not being used anymore it is offline
- NKU_Public, NKU_Encrypted are being phased out around mid October NORSE_NET, NORSE_GUEST are what should be used now

Two Factor Authentication is being phased in (September and October)using Cisco DUO

Texting Discussion - Campaign to get mobile contact info for:
- Emergency Communication
- Trying to Extend Communication opportunities because Email not as impactful as in the past

NEWS from IT
Student Edition

Article II.   Wireless Network Connectivity

NKU and the Office of Information Technology provide wireless access on campus and in residential housing.

- NORSE_VILLAGE is the wireless option in the residence hall communities.
- NORSE_NET is the secure connection to connect to your network drives (ie: J: M: etc.) when you are on campus.
- NORSE_GUEST is the wireless option for guests on campus.
  - Connections to NORSE_GUEST expire after ten days.
  - The Guest network is intended for short-term internet access only.

Please visit the Wireless/Wired Device Registration web page for detailed information about registering your internet connected devices. All wireless or wired devices in residence halls must be registered.

Article III.   Technology Support Hours

The **IT Help Desk** is open for phone (859-572-6911) and chat support during the following hours:

- Monday - Friday: 7am - 10pm
- Saturday: 8:30am - 5pm
- Sunday: 12:30pm to Midnight

Email and online **service requests** may be submitted at any time and a support specialist will respond during open hours.

The **Norse Tech Bar** is available for walk-in assistance in the University Center on the plaza level. Lab computers & printers are available. Norse Tech Bar Hours of service are:

- Monday - Thursday: 8am – 6:00pm
- Friday: 8am – 4:30pm
- Closed Saturday and Sunday

Article IV.   Registering Your Internet Connected Devices

When connecting a device to the NORSE_VILLAGE or NORSE_GUEST Wireless network, the device should automatically open https://netreg.nku.edu for device registration.

1. Use a browser to navigate to https://netreg.nku.edu.
2. Enter your NKU username and password. Read and select "I agree to the terms and conditions". Click "Sign On".

3. To register additional devices, click "Yes, register additional devices."
4. When registering additional devices, enter the MAC address of the device you want to register in the Device ID field. The MAC address of the device can be in many different places depending on the type of device being registered. If you are unsure of how to find the MAC address of your device, you can Google "Find MAC address of" followed by the type of device that you are trying to connect. You must also give a Device Description which isonly used by you to organize your devices. After filling both fields, click "Add".
5. Complete step 4 for each device that needs to be registered. Once complete, hit "Save, Continue".

If your device does not have a working web browser or does not open the registration portal automatically, followthese directions to manually add your device.

Important

- Students may self-register up to 5 devices. For 6 or more devices, please contact the NKU Help Desk for registration.
- If a non-functional hard-wired network port is in your residence hall room please submit a service request.
- Google Home, Alexa, wireless printers, and smart lights also will not work on the NKU wireless networks.
- Saturdays, 12:00am to 6:00 am are the NKU IT maintenance windows. IT does not publicize outages regarding these maintenance times, technology services like network maybe unavailable during these periods for upgrades and changes.

The ITAC August 2021 Presentation PPT is included at the end of the minutes.

Employee Engagement and Wellbeing

Diana Wallace shared the Power of the Pause – pause during your day to not be overwhelmed.

Roundtable

Steve Slone shared that the Roundtable is set for February 10, 2022 at 1:00 PM. We've updated the Qualtrics form for this current year. Anyone that wants to join the committee is welcome to still do so. Watch for the survey to go live in the near future.

Staff Congress 40th Anniversary Committee

Sara Conwell shared that the committee met and began brainstorming of how we can celebrate. They have been going through archives for pictures, etc. and reaching out to prior SC members. Grace Hiles was able to identify and make contact with prior SC presidents.

Staff Congress Spotlight

Krista Rayford asked again for all Staff Congress Members to respond to the Qualtrics link and provide their information so they can be added to Spotlight.
https://nku.co1.qualtrics.com/jfe/form/SV_9GLJp26ze2uHyho

Non-Member Discussion Period

Tommy Fix shared about the email that some employees received from the United Campus Workers of Kentucky. Lori is aware that some folks received this correspondence. It was also sent to adjunct faculty. Sara will contact Lori and this topic will be added to discussion for October meeting.

Norse Uppreciation

Steve Slone encouraged and "challenged" everyone use Norse Uppreciation to acknowledge staff who deserve some recognition. The month of September had 51 Staff, 22 Faculty and 4 Students.

September Norse Uppreciation:

Staff

Andrew Dorriere
Brett Godshall (Textbook Manager/Bookstore)
Brooke Moore
Campus Recreation
Chris Charnegie
Christy Blackburn
Courtney Clark-Rankin
Dionna Sholler
Erin Smith
Evan Humphreys
Hayden Skinner-Fine
International Student Union
Jeanine Horner
Jeff Chesnut (Three Times)
John Deutscher
Jonathan Wright
Kacie Humphress
Kelsey Haskins
Krista Burton
Kristi Bishop
Lori Wright
Matthew Humphress
Melissa Gorbandt
Michael Frazier
Michele Kay

Nicholas Tumbleson
NKU Mail and Copy Services
Norse Tech Bar
Office of Education Abroad and the International Student and Scholars Services
Office of Financial Assistance
Pat McGrath
Rose Tempel (Twice)
Ryan Padgett
Sara Conwell
Sarah Hellman
Scott Beseler
Sheila Nichols
Sherry Cucchiara
Steely Library Access Services
Stephanie Korslund
Steven Flora
Steve Slone
Sue Murphy-Angel
Terri Williams
The Team in Admissions
Tim Rieskamp
Tommy Fix (Twice)
Toni Schneller
Vicki Cooper

Faculty

Amanda Kilmer
Andrea Fieler

Angela Powell
Bethany Bowling

Chris Brewer   Kathy O'Connor
Denice Robertson   Kristine Yohe
DeVanee Lasley   Mary Chesnut
Diane Williams   Michelle Donahue
James Catchen   Patsy Fisk
Jasmine Riddlespriger (Twice)   Rami Leventhal
Jen Cellio   Sharlene Boltz
Joan Brummer   Staci Hunt
Jonathan Cullick   Teuta Cata

<u>Student</u>

Bijay Rimal   Kyndreck Scott
Dylan Nguyen   Victoria Butcher

<h2 style="text-align:center;color:green;">Announcements</h2>

Sara Conwell shared the following announcements:
- September is Intergenerational Month. Information about this was shared in This Week.
- Age-Friendly University Coalition. Please let Sara know if you are interested in being part of this.
- Walk to End Alzheimer's will be held on 10/2/21 at Sawyer Point. Information about this was shared in This Week.