

**Members present:** Peg Adams, Robert Alston, Cindy Ash, Chris Bowling, Tiffany Budd, Christopher Charnegie, Ashley Coates, Sara Conwell, Vicki Cooper, Brigitte Evans, Kristi Horine, Mike Irvin, Daniel Jones, Sherri Jones, Beth Lackey, Michelle Melish, Sue Murphy-Angel, James Parker, Krista Rayford, Frank Robinson, Ashley Seibert, Steve Slone, Steven Smith, Terri Smith, Terkerah Washington, Brandon Weinel, Kimberly Wiley, Carolyn Willhoit, and Christopher Witt

**Members absent:** Tina Altenhofen, Gina Combs, Hanna Ferrenberg, Ali Hannig, Brenda Maldonado, and Vanessa Wieland

**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 1:03 PM

II. Approval of December 9, 2021 Minutes

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

III. 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 – Daniel Myers
- President’s Report – Sara Conwell

IV. 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

V. 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

VI. Ad-Hoc Committee

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

VII. Old Business

- Parental Leave Policy

VIII. Norse Appreciation

IX. Announcements -

XII. Adjournment at 2:28 PM

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

### Staff Regent – Cori Henderson

Cori Henderson shared the following:

I wanted to give everyone an update on the conversations around meeting with Board of Regents. I had some conversations with President Vaidya and Sara around the potential of sharing some goals or initiatives that SC may have, but those won't be ready until end of spring or early summer. It sounds like President Vaidya might be open to maybe doing a presentation but he wants to look at those goals first so once those become available, we can share those with him and then we'll go into next steps on what that would look like. Next week is the board of regents meeting, so if you have the time please join us next Wednesday.

### Administrative Liaison – Lori Southwood

Lori Southwood shared the following:

**IT (Tim Ferguson):**

- Norse Tech Bar will be open Monday – Friday 8 am – 4:30 pm until classes begin. They will resume their regular Monday – Friday, 8 am – 6 pm schedule on Tuesday, January 18.
- IT will offer expedited classroom support the first 2 days of classes (1/17 and 1/18) by phoning the Help Desk (X 6911) and pressing option 1.

**Training and Development (Marquita Barron):**

- Just a reminder: 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):**

- **Wellness Webinar: Healthy Intentions for Mental Health with Dr. Ashley Solomon**
  - Discuss intentionality in your approach to 2022, establishing routine and boundaries to support mental health with Dr. Ashley Solomon, Founder of Galia Collaborative, on **Wednesday, January 19, 12-1pm**. [Register online](#). Brought to you by [University Wellness](#) in partnership with [WiSe Wellness Guild](#).
- **Musculoskeletal Health Webinar: Tech Neck with Airrosti**
  - Spending two-thirds of our day with our necks angled downward while working on our computers or texting on our phones can lead to chronic pain and even result in more serious, long-term injuries. Join Airrosti Rehab on **Thursday, January 20, 12:30-1pm** for a free educational webinar to learn how to prevent and relieve the pain associated with repetitive neck stress. [Register online](#). Brought to you by [University Wellness](#) in partnership with [Airrosti](#).
- More upcoming Wellness supports at [Wellness: Northern Kentucky University, Greater Cincinnati Region \(nku.edu\)](#)

#### ***Inclusive Excellence (Darryl Peal):***

- The Office of Inclusive Excellence and Title IX has hired a new Title IX Investigator, Morgan Keilholz. She started in this role on January 4, 2022. The office also hired a Director of DEI, Brandon Colbert. He started at NKU on November 29, 2021.

#### **Faculty Senate Liaison – Janel Bloch**

Janel Bloch shared that the first Faculty Senate meeting for the semester will be held on January. The Faculty Senate Budget Committee is planning a faculty priorities budget survey to gather input for the upcoming budget process. And elections for Faculty Senate executive team will be held next week.

#### **Student Government Association – Daniel Myers**

Daniel Myers shared that the first SGA meeting of the semester will be held on January 24. The first two meetings of the semester will be planning the Spring retreat. The first meeting will be more of a “bonding” one with new people settling into their new roles. The second will be more of a business meeting. We are working on some initiatives, one of them being a standing desk in the library so students have the option of either standing or sitting. We will share more updates after the upcoming meetings get started.

#### **President – Sara Conwell**

Sara Conwell shared the following:

1. Administration Evaluation Surveys (see below)
  - A. We will be conducting our Administration Evaluation Surveys this semester (February/March)
  - B. Parameter Discussion:
    - (1) Discussion of parameters and possible edits/additions
2. We will no longer be attending the WBB game as a group in January. Will look toward a possible outdoor sporting event in the spring/summer.
3. Gravity Diagnostics will reopen a testing site on campus in University Center beginning next Tuesday (1-4pm, M-R)

- a) Need your NKU All Card and proof of insurance
4. Heads Up – Election Season is coming!
  - A. If term is ending, I encourage you to re-run
  - B. If you have co-workers who may be interested in running, please encourage them
  - C. We will also have the President-Elect and Secretary positions become available for next year, so consider your interest in either of those positions
    - (1) You can refer to the bylaws to see the duties of both positions
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.
    - (1) 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

## **NKU Administrator Survey Evaluations and Reporting Parameters 2021-22**

### **Evaluation Parameters**

1. The evaluation surveys will be conducted in the spring of every year.
2. All full time staff are eligible to participate in the evaluation.
3. The President's Cabinet\* and the President will be surveyed every year.
4. Staff will only survey evaluate an administrator once in a survey cycle (i.e., staff who attempt to evaluate the same administrator several times are blocked by the system.) Staff will have the flexibility to evaluate different administrators at different times within the survey period.
5. The electronic evaluation and reporting URLs will be located on the Staff Congress website & sent via email to staff.

\*Exceptions & conditions may apply to current year.

### **Reporting Parameters**

1. Final reports are downloadable pdf files and will remain available electronically for approximately 1 year. Hard copies will be maintained in the Staff Congress office.
2. Administrators will be able to download their own on-line survey evaluations
3. The Staff Congress President will be responsible for distributing in person a hard copy of the President's evaluation to the Chairman of the Board of Regents.

## **Policies**

Frank Robinson shared the following:  
Policy Committee Report – January 2022

Today we had two guests in Krista Rayford and Rachel Green and they both were kind enough to provide updates on the benefits, administration and finance, and HR sides of the campus as it relates to a few key programs and policies: (Below is a basic synopsis, like meeting minutes)

**Parental Leave-** The new parental leave program is now set up and is ready to go, but there is a current plan to begin moving that program into the policy groups for consideration and

potential approval around February 1<sup>st</sup>. It was approved for 6 weeks in terms of time, and while originally more time was asked for, there were a few considerations, such as how employees would pick up the duties of another who was out on leave that played into determination on the proposed timeframe.

**Flexible Work Arrangement-** This program is now active and has been working and collecting feedback during COVID, and currently HR is compiling and gathering feedback and data based on evaluations and surveys on how this is going for employees. The plan currently is a target date of next August or next fall to have this become a policy and to go through policy groups during the mid to late spring semester.

**Elder Care-** While there are currently FMLA benefits and situations in place that allow employees to take care of older parents, this is becoming a more key and important topic, and is under some early discussion phases to look into deeper.

**Fertility Support-** While our contract with Humana is getting closer to expiring, NKU generally has been pleased with their services for employees, and NKU hopes to stay in with them as long as pricing and services provided can continue in a supportive direction compared to other options. One of the areas being looked into is whether individual employees might be able to opt in or buy into a health care option that might include some Fertility support for employees trying to find alternative options.

**Snow Days-** Rachel Green shared that HR is looking into improved communication strategies and more details on the definition of essential employees as it relates to snow days. Last year there were some issues on campus of employees having different experiences with when or if they would be able to leave campus in an emergency, so HR is having some active conversations on some of these issues to improve communication and support. The following policy has come up as being due for its four-year review. Could the Staff Congress Policy Committee take a look at it and let me know if it's ok to renew? Or are there any changes you would like to make to it?

- [Staff Regent Election](#)

Also, if the Staff Congress Policy Committee is interested in doing so, below are a couple other policies that could be reviewed and updated.

- [Dress Code](#) (This is quite outdated and could use some updates. )
- [Participation in Employee Governance and Professional Organizations](#) (This is an old Administrative Regulation that hasn't been updated since 1988 and could use review, clarification, and updating, at the very least for the "his/her" language.)

### Sustainability/Transportation

Tiffany Budd shared the following:

#### ***Sustainability / Transportation*** **January 2021**

##### **Notes:**

- NKU and Electrada are planning to install 4 new EV charging stations in Kenton Garage. These will be open for anyone to use, including the public. 4 additional

stations are also planned for Lot K and will be available to faculty, staff and students with a valid NKU permit.

- The NKU Transportation survey is complete. We had 159 total responses. Thank you to everyone who participated. A few highlights:
  - 56% staff; 20% faculty; 20% students
  - 85% of respondents drive their own vehicle to campus
  - Kenton and University Garages are the most popular garages. Lots K/L, and D are the most popular lots.
  - The majority of respondents commute from Highland Heights and Ft. Thomas
  - 40% of drivers describe parking as readily available; 5% of drivers have difficulty finding parking.
- NKU Sustainability and NKU Faculty have teamed up to create NKU's first Sustainability Action Group. As stated in the committee name, this group will be focused on actionable items that advance sustainability initiatives at NKU. All students, faculty, staff, and administrators are welcome to attend and participate in the Sustainability Action Group (SAG).

This kickoff meeting for NKU SAG will overview the mission of the group, general goals, and ideas for the first actionable item. The meeting will be virtual and is scheduled for January 27 at 3 pm. Register and add the event to your calendar [here](#).

### 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 by Monday 1/24.

### Staff Advocacy Committee (formerly Pension)

Kimberly Wiley shared information regarding the KERS/KPPA change to Tier II status. Members received letters from KPPA stating that Tier II members could pull out of KPPA and enter the defined contribution Tier III option. But since NKU no longer has a Tier III option, it really does not pertain to our Tier II members.

At our last meeting, Staff Congress approved the Salary Compensation Resolution document. The committee has prepared a document regarding the Salary Compensation Summary and Recommendations that states where we are with salaries historically and where we'd like to be with the upcoming compensation plan. We also included testimonies gathered from the Pension Committee survey as well as backup information and statistics on salaries for the past decade. Sara and Steve were able to share the document with the President and Lori Southwood yesterday. And Grace Hiles has graciously created a Staff Advocacy page under the Staff Congress website. These documents can be viewed there. The committee will continue to meet with Lori as we work through this compensation process and will report updates.

---

### New Business

Sara Conwell shared that as of tomorrow we will have two new vacant positions on Staff Congress. In order to fill these before the Roundtable event on 2/10, we reached out Credentials and Elections to help with a quick turnaround on these elections. Next week an electronic ballot will be sent out to all Staff Congress members to vote on the new members.

### 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 January had 5 Staff and 3 Faculty.

January Norse Appreciation:

**Staff**

Angela Calhoun and the Registrar’s Office  
Steve Slone

**Faculty**

Allison Parker  
Dhanuja Kasturiratna  
Pamilla Ball

### Announcements

Ashley Seibert shared that CITE is doing jumpstart training this semester. They can hold one-on-ones and you can message them privately. If you have people who are teaching and need help with Canvas they will have a slew of training coming up they would love for people to attend. Vanessa Wieland shared that these training are not just for faculty but for Staff as well.

Donna Neace also asked about the timing of the salary compensation time line. Sara Conwell that we don’t have any specifics yet. They met with the President and Lori early that morning and the conversation is ongoing. Lori Southwood shared that it is a priority for the President.

Chris Bowling also shared a thank you to the folks who participated in the Veterans Resource Center coat drive. The drive allow them to give out over 500 coats to mostly teenage and school age kid refugees in the refugee camp. The operation helped him support over 7,195 individuals.

Michelle Melish shared that the Study Abroad fair is coming up on February 2 from 10:30-1:00 in the Student Union lobby near Starbucks.