

Members present: Peg Adams, Robert Alston, Tina Altenhofen, Cindy Ash, Tiffany Budd, Sara Conwell, Gina Combs, Sara Conwell, Vicki Cooper, Emily Dobbs, Brigitte Evans, Ali Hannig, Kristi Horine, Mike Irvin, Daniel Jones, Beth Lackey, Brenda Maldonado, Michelle Melish, Sue Murphy-Angel, James Parker, 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: Chris Bowling, Ashley Coates, Dave Groeschen, Sherri Jones, and Ashley Seibert

Guests: Becky Brown, Cori Henderson, Felicia Share, Grace Hiles, Inna Pylyayeva, Jane Bratton, Janel Bloch, Janice Ison, Jennifer Taylor, Joyce Ferneding, Lauren Becker, Lori Southwood, Lori Thaxton, Marquita Barron, Matt Cecil, Nikki Koeninger, Pete Pinto, Ross Brown, and Tracy Insko

I. Call to Order at 1:03 PM

II. Guests: Matt Cecil – Provost

Felicia Share – NKU Votes and the Kentucky Primary Election

III. Approval of January 13, 2022 Minutes

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

Approval of February 10, 2022 Minutes

Motion: Carolyn Willhoit
Second: Ali Hannig
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 – Daniel Myers
- 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 – Kimberly Wiley

VIII. Old Business

IX. Norse Appreciation

X. Announcements -

XII. Adjournment at 2:28 PM

Motion: James Parker
Second: Krista Rayford
Approved: Voice Vote

Guest - Matt Cecil

Dr. Matt Cecil shared the following:

- Update on Covid mandate
- Update on Compensation plan
- Update on Budget
- Updated on Academic Partnerships agreement

Guest - Felicia Share

Felicia Share shared a presentation regarding NKU Ready to Vote. For more information contact engage@nku.edu.

- Why do We Vote?
 - Voting is the fundamental mechanism of democracy
 - Voting gives citizens a chance to choose our government leaders
 - Voting gives citizens the means to express our opinion on public issues
- Voting is a 3 Step Process
 - Register to Vote
 - What am I voting on?
 - Make a plan to VOTE
 - <http://nku.edu/ivote>
- Student Voting Rates for Northern Kentucky
 - 1,100 Campuses country-wide
 - 10 million student records
 - All 50 states represented
 - Results are based on enrollment records NKU submitted to the National Student clearinghouse and publicly available voting files collected by Catalist.
- Key 2022 Election Cycle Dates
 - April 18, 2022 – Primary Registration Deadline in Kentucky
 - May 17, 2022 – Primary Election Day in Kentucky
 - April 4, 2022 – Primary Registration Deadline in Ohio & Indiana
 - May 13, 2022 – Primary Election Day in Ohio & Indiana
- Fall Campaign Rollout *#NKUReadytoVote*
 - Department Contacts for *In Person* contact
 - Coordinators
 - Advisors
 - Department Contacts for Electronic Communications

- Social Media
- Newsletters

Staff Regent – Cori Henderson

Cori Henderson shared that the next Board of Regents meeting will be on Wednesday, March 16, 2022. And the Staff Appreciation Breakfast will be held on Tuesday, March 22, 2022.

Administrative Liaison – Lori Southwood

Kellie Ziesemer

- We are currently fulfilling requests for reissues of 2021 W2's not received
- Implementation work has begun for 7/1/22 ADP tax filing
- Work/planning has begun on a possible remote work/tax solution in SAP to accommodate EE's working from home, so that they might possibly elect/choose not to be taxed 100% for local work taxes (ie. Campbell County/Highland Heights) in 2023

Jackson Meeks

- Einstein's Bros Bagel Located, located in Steely Library loggia area, will be under construction during the summer of 2022.

Tim Ferguson

- NKU offers faculty and staff multifactor authentication, a secure way to log in to online accounts. See the IT home page for additional information
- The tax season is prime phishing & scamming season. Be vigilant about sharing your personal information as threats are becoming inventive. Avoid clicking email attachments you are not expecting. Remember the IRS will *not* email or call you for information.
- MEP - NKU IT will be performing necessary maintenance in the MEP building Thursday, March 10th, which will take the internet down for 15 minutes. Floor 2 and 3 will have 15-minute outages between 7 am – 1 pm. Floor 4 will have 15-minute outages between 2 pm – 6 pm. We apologize for any inconvenience.

Josie Kondaveeti

- Human Resources is in the process of conducting a comprehensive compensation analysis and presenting recommendations for compensation related priorities. These scenarios are mostly for in-range salary adjustments and addressing staff salary compression issues. Compensation related priorities require financial resources, and we are awaiting to see what kind of funding becomes available in the next budget.

Annie Spaulding

- The Office of Inclusive Excellence is currently meeting with Colleges & Administrative Departments to disseminate the Institutional DEI goals developed by the Inclusive Excellence Council as well as instructions on the development and expectations of unit-specific DEI committees. They have also started training individuals from these units to serve as Liaisons to the Office of Inclusive Excellence to help them understand their role in this work. They have also introduced several resources, including a new goal matrix to

assist colleges and administrative departments in developing their own specific goals related to DEI that are also tied into the Success By Design Framework.

- To date, CDO Peal has done more than 60 implicit bias trainings with search committees in various departments and divisions ensuring that we have inclusivity in our search committees.

Marquita Barron

- Reminder that NKU's annual performance evaluation period for March 1, 2021 to Feb. 28, 2022 is now underway. Staff Performance Evaluation Form (either as a PDF or as a writeable Word version), good and bad examples, and other important information (e.g. 30-60-90 Day Evaluation, goal-setting, etc.) can be found on the HR Training & Development [Staff Performance Evaluation Process](#) webpage. All supervisors/managers are highly encouraged to complete the 26-minute, online [Performance Evaluation Course](#) within Vector Solutions (previously SafeColleges) to gain greater insight into the process of evaluating, best practices, and how to have those conversations. **The deadline to submit to Human Resources via [Qualtrics](#) is May 27, 2022.** If you have any questions, please contact Dr. Marquita Barron, director of Training & Development (barronm1@nku.edu).
- Reminder for all employees to complete the [2022 Annual Compliance Refresher Course](#). All employees should have received an email from Vector Solutions. **The deadline to complete the course is April 8.** Weekly reports are being forwarded to each division VP to view the status of completions for their division. If you have any questions, please contact Dr. Marquita Barron, director of Training & Development (barronm1@nku.edu).
- Training & Development will be kicking off a new initiative for new supervisors/managers. There will be a self-paced, online certificate program of soft-skills only and then an interactive, hybrid certification program with soft- and hard-skills, discussions, and assignments. A small team has been created to begin the design and build of the programs with the certificate program to be implemented this spring and certification estimated for this Fall. If you have any questions, please contact Dr. Marquita Barron, director of Training & Development (barronm1@nku.edu).

Faculty Senate Liaison – Janel Bloch

Janel Bloch shared that Faculty Senate just completed the Faculty Priority Budget Survey which was basically seeking input from faculty about the budget and I'm in the process of compiling those results right now. Just as a sort of a sneak preview, by far the largest item is just much like with staff compression and equity and regular cost of living increases. Most of the comments were expressing concern about staff salaries as well. And so I plan to write up those results and I'll let you know when they're available with the intent to also provide them so they're available for the budget processes going on right now.

Secondly, the Teaching Effectiveness Committee is working on coming up with alternate ways of doing student evaluations so that we're not relying exclusively on just the student input. They are looking at different software and things like that. And the Benefits Committee is working on

the follow through with the paid parental leave policy just to making sure that that gets articulated as an actual policy on the details made out there and then. Finally, the PCC is reviewing the policies that have recently been posted for comment, which would include the intellectual property policies, the copyrights and trademarks policies and also the values and responsibilities policy.

President – Sara Conwell

1. Happy 40th Anniversary, Staff Congress!
 - a. Remarkable to see that we're keeping this organization going—and going strong—even during a pandemic
 - b. Happy to see all the progress we've been able to make, and am hopeful/excited to see where we'll go from here
2. SC Goal Updates
 - a. Currently in talks with Sustainability/Wellness/Environmental Science on spring philanthropy/community service projects—especially around Earth Week in April
 - i. More details to come
 - b. Collaborating with Megan Downing in Organizational Leadership on offering a 2-part professional development series on Teamwork in Organizations and Situational Leadership
 - I. Hold your calendars for April 28th and May 5th
 - II. More details to come
3. Admin Eval Surveys
 - a. After our initial discussion at the January meeting, we received a few responses about how we need to take this opportunity and turn it into our own 360* evaluation
 - b. We discussed with IT about incorporating a way to eval our direct supervisors, but there are some issues around that for this go-round
 - c. So, as an alternative, we've been able to make a more robust list of those individuals who can be evaluated for this year—beyond just the Cabinet
 - i. Ex: Tim Ferguson, Zaidi, Deans, etc.
 - ii. List has been provided to IT and we're waiting on a go-ahead
 - iii. If all goes accordingly, we should be able to launch on March 14th
 1. More details to come next week

Credentials and Elections

Sue Murphy Angel share the following report. Nominations for Staff Congress opening day is 3/11/22.

Date: 2/16/2022
Present: Tina Altenhofen, Sue Murphy-Angel, Beth Lackey, Teri Smith,
Brandon Weinel, Grace Hiles
Next Meeting: March 16, 2022 at 3 pm

Highlights to be shared:

- Committee received and discussed the following:

- Staff Congress Credentials & Elections Committee Timetable
- Invitation to co-sponsor an information table in SU on Feb 23rd & 24th
 - ❖ Opportunity to talk to staff and distribute information regarding being a member of Staff Congress
 - ❖ Offered the opportunity to manually nominate themselves
- Call for Nominations advertisement flyers
- 2022 Staff Congress Nomination/Voting Packet
- Report received from HR of all staff eligible to be nominated
- Set up & testing of Online Nomination Portal
 - ❖ Nomination period to begin March 11th through March 25th

- Committee decided to continue virtual meetings. Will revisit decision when appropriate

- Committee charge:
 - Volunteers schedule to work the information tables in SU
 - ❖ Sue – Feb 23rd 11 am to 12 pm
 - ❖ Tina – Feb 23rd 12 pm to 1 pm
 - ❖ Terri – Feb 24th 11 am to 12 pm
 - ❖ Brandon – Feb 24th 12 pm to 1 pm
 - Make an announcement at the 3/10/22 Staff Congress meeting about the importance of the nomination period and request each member's assistance in the process.
 - Come to the next Staff Congress meeting, 3/10/22, with hard copies of Nomination flyers for members to post in their areas
 - Provide Steve Slone with hard copies of nomination packet to be shared with Operations & Maintenance staff.

Outreach

James Parker shared an update on the Faculty Senate meeting February 28, 2022. The guests were President Vaidya and Provost Matt Cecil. Provost Cecil had some interesting discussions about the masking policy which has just been changed and discussed high impact practices and the attempt to remove tripwires that slow student's progress. He spoke about creating new career maps to help student retention with adding the new advisors. One of the most exciting points that he discussed was the possibility of high school students earning their degree before they finished high school.

Policies

Bob Alston shared that the Policies Committee has been reviewing the Dress Code Policy, the Participation in Employee Governance and Professional Association Policy, and the Staff Regent Election Policy as part of regular review processes and provided some feedback on those. Copies of those policies are attached.

Sustainability

Tiffany Budd shared the following:

- The four electric vehicle charging stations in Kenton Garage are fully installed and are being inspected today for approval to go live. They should be online by Monday, March 14. They are located on the bottom level of the garage. Reminder that these stations in Kenton ARE available for the public to use as well. Lot K stations are next on the list. There will be 4 stations with 8 ports.
- I mentioned in the January meeting that I have teamed up with NKU Faculty to create NKU's first Sustainability Engagement & Action Group. This group is focused on actionable items that advance sustainability at NKU. All students, faculty, staff, and administrators are welcome to attend and participate in this group. We have started our first project, completing the AASHE STARS report, which is a nationally recognized report. Completing this report will provide the first ever baseline for sustainability at NKU. There are 5 categories in the report that have questions that focus on many different areas of the university - from academics, to operations, to investments, to diversity, and more. We have created workgroups for these categories with participants who are helping answer the category questions. We would love to have more persons working on this report and bringing their expertise to the table - including students, as this is a great way for them to learn more about the university and add this as an official research project to their college experience. The next SEAG meeting is March 18 at 1 pm, virtual, but you do not have to attend the main meetings to participate with the workgroups. If you would like to join a workgroup, please complete our interest [survey](#). I also want to emphasize that each participant is only asked to do as much as they can, so please do not let the “work” part of the group deter you from participating if you are interested. It’s a great way to connect with others across campus and learn new things about our university.
- Earth Week is coming up April 18-24. NKU Sustainability is planning a number of events, so watch for announcements on those as we get closer to that week.
- Lastly, it’s come time for a new RFP for Trash/Recycling services on campus and I am chairing that committee. If you have any suggestions around T/R in relation to our dumpsters, please send them my way before April 1.

ITAC

Highlights from ITAC meetings: January Meeting Multifactor Authentication using a Duo Phone App Why MFA?

To prevent account compromises and safeguard against unauthorized access to systems and data.

- Traditional passwords aren’t secure enough anymore;
- Per Microsoft, 99.9% account compromise incidents could have been prevented by MFA.

What is MFA?

- It is an electronic method to confirm one’s identity that requires individual to provide two or more forms of identity verification before being allowed access to a website, network, or application.
- *Example:* password and token, a text message with verification code*.

Discussion Points about MFA

- shared the benefits of moving to multifactor authentication. There were a number of questions about implementation timelines and the effect of implementation on instructional practices. This will be a staged rollout and we will learn as we go, and adjust as necessary. Additional licensing must be purchased before student implementation can occur.

Budget Request Review

- They reviewed the academic related requests that IT is considering to submit budget requests for. ITAC will work on a supporting a memo for additional academic software funding and for specialized computer lab replacement funding

Intro to PMO: Project Management Office (PMO)

- They presented an overview of the services provided by **IT's Project Management Office**. Services range from assistance with RFP's, general project advice, to full project management services. There are PMO knowledge base articles that people can access and there is the ability to submit a request for PMO services through the Team Dynamix Portal. Contact Nick Pearson for additional information pearsonn1@nku.edu

Highlights from ITAC meetings: February Meeting

ITAC Student Technology Survey

- Pandemic / remote instruction versus campus instruction
 - Last year's focus on student technology needs at their home
 - This year's focus on student technology needs on campus
- Instruction preferences
- Last year's questions: Synchronous versus Asynchronous instruction
- This year, no questions about preferred instruction format
- **Target Timeframe:**
 - Email to students March 14
 - 1st reminder March 18
 - 2nd reminder March 22
 - Survey close March 28
- **Target Audience**
 - Relatively equal distribution of all classes
 - Freshman
 - Sophomore
 - Junior
 - Senior
 - Relatively equal distribution between colleges
 - Survey to include undergraduate and graduate students
- Rave/Norse Alert Update

More details in the PowerPoint slides - attached

Regent's Distinguished Service Award

Ali Hanning shared the following:

- We received 19 nominations.
- Committee meeting is Friday, March 11, to review nominations and pick the winners.
- Nominees and award winners will be recognized at the Staff Appreciation Breakfast on Tuesday, March 22.

Roundtable

Steve Slone thanked everyone who participated in the February Roundtable event. He has had feedback from both the Roundtable Committee and Staff Congress members that felt the event was a success. He thanked the Roundtable Committee for all their hard work. He also asked for input about what you liked about the event, what you didn't like about the event and any other feedback.

Staff Advocacy Committee

Kimberly Wiley concurred with Provost Cecil and Lori Southwood's comments on the compensation plans. HR is still working on the plan and will share more as they can. Staff have reached out to members of the SC Exec Team voicing different concerns about rumors going around campus causing upset and frustration. Know that nothing has been decided as of now so please just wait until the plans are finalized and announced.

New Business

Sara Conwell shared that some concerns have been brought to our attention regarding the recognizing currently employed or past employees who have passed away. Lori Southwood shared that there is nothing documented at this time. Individual departments can send something out but it's not typically sent campus wide. The one exception that she is aware of the decision was made to send out university wide regarding a retired staff member who was also a former Regent. However, one problem in sending out campus wide is that they often may not get the information regarding the employee passing. So there is no formal process at this time. Sara Conwell shared that Staff Congress can discuss this issue further at a later time. Lori Southwood offered support from HR and would reach out to colleagues at other school across the state and inquire about policies on other campuses.

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 February had 19 Staff and 9 Faculty.

February Norse Appreciation:

Staff

Annette Shumard
Audra Points
Clinton Southwick
Dan Jones
Derek Armstrong
Donna Neace
Grace Hiles
Jackie Marsala
Jeff Butler
Joe Wendeln
John Deutscher
Maureen Krebs
Parnell Talley
Sarah Baker
Sherri Jones

Steve Slone (Twice)

Student Financial Assistance including
Student Workers
Suzanne Kirst

Faculty

Abdullah Al-Bahrani
Alicia Ireton
Darrin Wilson
Joetta Browning
Mark Leeman
Nicholas Caporusso
Olena Pilyayeva
Patricia Deane
Shamima Ahmed

Announcements

- For the first time in NKU history, the Staff Congress President has been invited to join the Platform Party at commencement.
- Krista Rayford is leaving NKU to work for the Department of Defense working with veterans.
- Chris Witt shared that he has been with NKU for 22 years!
- Experiential Learning Week is April 11-15: <https://inside.nku.edu/gero/isrca/experiential-learning-week.html>