

Members present: Peg Adams, Robert Alston, Tina Altenhofen, Cindy Ash, Chris Bowling, Tiffany Budd, Ashley Coates, Sara Conwell, Vicki Cooper, Dave Groeschen, Ali Hannig, Mike Irvin, Daniel Jones, Beth Lackey, Brenda Maldonado, Michelle Melish, Sue Murphy-Angel, James Parker, Frank Robinson, Ashley Seibert, Steve Slone, Terri Smith, Terkerah Washington, Brandon Weinel, Vanessa Wieland, Carolyn Willhoit, and Christopher Witt

Members absent: Gina Combs, Emily Dobbs, Brigitte Evans, Kristi Horine, Sherri Jones, Steven Smith, and Kimberly Wiley

Guests: Amanda Andrews, Marquita Barron, Becky, Madeline Blevins, Jane Bratton, Janel Bloch, Renee Brossart, Chandra Brown, Ross Brown, Wesley Brown, Matt Cecil, Tina Curtis, Karen Dawn, Joyce Ferneding, Eric Gentry, Cori Henderson, Carmen Hickerson, Grace Hiles, Craig Holloman, Janel's Iphone, Janice Ison, Heath Justice, Russ Kerdolff, Samantha Langley, Jackie Marsala, Rusty Mardis, Karen Mefford, Jennifer Moeves, Daniel Myers, Amberly Nutini, Chad Ogle, Pete Pinto, Felicia Share, Barb Smith, Anita Southwick, Lori Southwood, Stephanie Songer, Jennifer Taylor, Lori Thaxton, Danielle Turner, Ashish Vaidya, Ward Wenstrup, and Joey Yerace

I. Call to Order at 1:03 PM

II. Guests

- President Vaidya
- Carmen Hickerson, Assistant Vice President for Economic Engagement and Government Relations and Samantha Langley Vice Provost for Graduate Education, Research and Outreach - ENTERprise NKU

III. Approval of March 10, 2022 Minutes

Motion: Carolyn Willhoit
Second: Steve Slone
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 Kimberly Wiley
- Constitution & Bylaws – Chairs Tiffany Budd and Christopher Witt
- Credentials & Elections – Chairs Sue Murphy-Angel 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 2:42 PM

Motion: James Parker
Second: Dan Jones
Approved: Voice Vote

Guest – Ashish Vaidya, President

President discussed the FY23 budget, tuition revenue and increase, enrollment, the Science Center expansion, the Charter School legislation, interim General Counsel, and the 5 BY 5 Compensation plan.

Guest - Carmen Hickerson, Assistant Vice President for Economic Engagement and Government Relations and Samantha Langley Vice Provost for Graduate Education, Research and Outreach

Carmen Hickerson and Samantha Langley shared a presentation on ENTERprise NKU. The strategic opportunity of ENTERprise NKU is to create a single entry-point for external partners seeking to connect with NKU; grow and deepen NKU's community and corporate partnerships; leverage NKU's assets, agility and partnerships to create value for external partners and the community; and better serve: Post-graduate learners, lifelong learners, career builders/switchers, employers needing upskilling and training, and current students wanting to connect with business and industry.

Why Now? Integral component of Success by Design; external partner expectations for innovation, responsiveness and value; need to diversify student mix and revenue sources; increased market interest in upskilling and lifelong learning; greater alignment with regional workforce needs; and competitive environment.

What our External Partners are Telling Us: We prefer having a single point of contact to facilitate our NKU relationship; NKU needs to streamline its processes and communications with us; NKU needs to be nimbler and more innovative in responding to opportunities for partnerships; in order to serve our needs, NKU needs to better understand our strategies and goals; and we expect to see quantifiable metrics on the ROI of an NKU partnership.

How Do We Respond? Creation of ENTERprise NKU: A new unit focused on leading innovative solutions for the challenges faced by our external partners – accessing, training, upskilling and retaining – a talented workforce; the new unit will have responsibility for cultivating and sustaining corporate and community partnerships; and the new unit will work cooperatively

campus-wide across colleges and centers to facilitate timely and coordinated responsiveness to community and corporate partners.

Outcome: Elevate NKU brand; attract new revenue; deepen regional engagement; attract new audiences to NKU; create additional high-value learning experiences and career pathways for NKU students and graduates; and improve external partner satisfaction through coordinated communications and management.

Mission Statement: ENTERprise NKU serves as the “front door” to the university, responsible for creating high-value partnerships between the campus and external partners. By enhancing the NKU/community connection, we in turn strengthen the region's workforce and economic prosperity through innovative and lifelong learning opportunities through professional development, personal enrichment, and economic development.

Structure:

- Co-led by Academic Affairs & Advancement
- Co-managed by Vice Provost, GERO and AVP, EE & GR
- 3 new FTE's
- Create Advisory Council - internal and external partners
- Three areas of focus
 - Continuing & Professional Education
 - Career Pathways and Post-graduate Success
 - Community & Corporate Engagement

Professional Development & Continuing Education:

- **Audience:** Career advancers, career changers, businesses and individuals seeking to augment workforce skills, alumni seeking to augment their degrees, lifelong learners
- **Delivery:** Largely online, customized programs can be delivered on-site, face-to-face
- **Offerings to include:**
 - Accelerated online learning (AP)
 - Noncredit on-demand courses (Coursera/Pathstream)
 - Adult learning pathways
 - Executive education
 - Customized corporate training programs
 - Microcredentials
 - Personal coaching

Career Pathways & Post Graduation Success*

- Audience: Current students, alumni, employers seeking to access NKU talent
- Delivery: Online and in-person; on- and off-campus activities
- Offerings to include:
 - Career fairs
 - Handshake
 - Internships/co-ops
 - External Mentoring/networking

*in coordination with Career Services

Community & Corporate Engagement

- Audience: Regional employers, industry, associations, workforce organizations and non-profits

- Delivery: Partnerships may be initiated by ENTERprise NKU or elsewhere across campus, but all partnerships will be coordinated by ENTERprise NKU. Fulfillment of services may be provided by one or more colleges/centers.
- Offerings to include:
 - Relationship management/fulfillment/reporting
 - Staff & faculty experts' coordination
 - Economic development
 - Community partner engagement
 - Regional workforce connections

KPI's

Quantitative

- # of partnerships
 - Number of partnerships that expanded/deepened
- Revenue generated from partnerships/sponsorships
- # of partners participating in or sponsoring events
- # of industry partners engaged on advisory boards, in classrooms, research projects, etc.
- # of corporate participants in Handshake, career fairs
- # of students participating in career fairs
- # of students placed in internships/co-ops
- # of participants in online learning offerings
- # of adult learners enrolled/on track for graduation
- New for-credit enrollment that can be tracked back to corporate partnerships

Qualitative

- Testimonials of successful partnerships
- Quality of partnerships/partner satisfaction
- Responsiveness to corporate inquiries
- Social Impact
- Overall impact on NKU brand

Board of Regents – Staff Regent Cori Henderson

Cori Henderson shared the following:

Thank to everyone, it was so good seeing you all at the staff appreciation breakfast and then also looking forward to today's town hall. If you have any questions for me whether it's in regards to compensation plan you can always reach out to me, let me know. We've already reached out to Kimberly to meet with the advocacy committee so I'm looking forward to having those conversations with everyone but, again, if you if there's anything that you guys need please feel free to reach out.

Administrative Liaison – Lori Southwood

Josie/Compensation Area

Human Resources is developing a multi-year staff compensation plan called the **5 by 5 Compensation Plan**. The plan makes recommendations on five compensation actions for each of the next five years. The five actions include:

- Review and adjust the staff compensation structure based on external market factors,
- Pay adjustments to address internal staff salary compression,
- Recurring merit increases for staff and faculty,
- One-time recognition and retention bonuses for individual staff and faculty,
- One-time recognition and retention bonuses for staff and faculty teams or work units.

The first action, to review and evaluate NKU's staff compensation structure compared to the market, was completed in fall of 2021 when we moved the salary range structure 15%. The second compensation action is to address internal salary compression by reviewing staff pay for possible pay adjustments based on the new compensation structure. For year one, starting in July, we are recommending that we prioritize NKU experience in making pay adjustments. HR is hosting two Town Halls this month, via Zoom, to present the 5 by 5 Compensation plan to the campus.

Employee Relations

- We are currently holding interview's for Rachel Green's position. If you have a question or concern that is related to this area, contact Kendra Conley, and she will triage your request. Her contact info is below:
 - Kendra Conley's contact info: conleyk3@nku.edu/859-572-6384

Kim Baker/Wellness

1. Spring Well-being Series

The last 2 years have left many of us feeling exhausted and burned out. How can we build ourselves up again? In this 3-part well-being series, learn how to better invest in your own well-being and learn practices you can utilize anywhere and share with others – including students - the importance of practicing self-compassion in building resilience, and identify, prevent, and overcome burnout.

Part 1: Burnout Tips and Tricks, Tuesday, April 18, 12-1pm

Has burnout got you feeling a bit crispy? You are not alone. The symptoms of burnout can be sneaky and figuring out what to do can be a challenge. In this session, we will discuss the symptoms of burnout and several tips and tricks to help you get back to feeling like yourself again. Presented by Dr. Susannah Coaston, Ed. D., LPCC-S (OH), Associate Professor of Counseling.

Part II: Practicing Self-Compassion, April 20, 12-1pm

Self-compassion is a key practice for self-care and building resilience. In this session, we will discuss the importance, role, and caveats of self-compassion for improving and sustaining well-being, even in the toughest of circumstances. Presented by Dr. Christopher Lawrence, Ph.D., Associate Professor of Counseling

- **Free CPR/AED Training and Certification Classes, April 19 and 20 in Student Union Room 109**
- **Live Well Support Group: Building a Balanced Meal, April 19, 11:45am-12:30pm**
- **Sunset Meditation in the Haile Planetarium, April 27, 2022**
- **Live Well Support Group: Carbohydrates, May 3, 11:45am-12:30pm**

More details and registration at [Upcoming Classes and Events: Northern Kentucky University, Greater Cincinnati Region \(nku.edu\)](#)

Dionna/HR

The Office of Human Resources in collaboration with the Office of Information Technology is excited to announce the new online Salary/Status Change Personnel Action Request (PAR) available for use through Manager Self Service.

The online status change PAR may be used for faculty, staff and students for the following actions:

- Salary change
- Add, modify or remove a cost override on an employee
- Continue a contract
- Change in full-time equivalent (FTE)
- Reclassify an employee after the JAQ process has been completed and approved

The form cannot be used to hire or rehire employees, process additional assignments, or to initiate electronic pay changes for part-time faculty, or be substituted for a Faculty Appointment Form.

Information links:

Instructions can be found at :

<https://inside.nku.edu/content/dam/mykuhelp/docs/hcm/HR201/Status-Change-PAR.pdf>

A video tutorial on how to use the form can be found at:

<https://www.youtube.com/watch?v=BOqDmoVGia0>

You may also attend one of the following information sessions:

Apr 7, 2022 11:00 AM Eastern Time (US and Canada)

<https://nku.zoom.us/j/9205151299>

Meeting ID: 920 5151 2999

Or

Apr 11, 2022 02:00 PM Eastern Time (US and Canada)

<https://nku.zoom.us/j/99757061547>

Meeting ID: 997 5706 1547

Now that the online form is available any status or salary changes started after 4/4/22 will not be accepted via paper format.

Tim/IT

- NKU's mobile app has a new tile for quick contact with NKU's campus police. The tile features geolocation, text chat, and it provides police with the all-card photo and name of the person contacting them.

Marquita/Training & Development

- To better accommodate scheduling / calendar challenges, the deadline for completing the 2022 Annual Compliance Refresher Training has been extended to April 22. The latest report (as of Friday, April 8) has been issued to the VP of each division for dissemination, as will be done each week. It is important that all employees (faculty and staff) complete this annual training via [Vector Solutions](#). Any questions, please contact Marquita Barron - barronm1@nku.edu.
- Reminder to complete the 2021 – 2022 annual performance evaluation process by May 27, 2022. This is the time for the supervisor and their direct report to connect on past performance and future goals and professional development opportunities. The Word and PDF versions of the evaluation form can be found on the HR Training and Development webpage – Staff Performance Evaluation Process. Any questions, please contact Marquita Barron - barronm1@nku.edu.

Kellie Ziesemer/PNC

- ADP tax filing implementation is progressing

Faculty Senate Liaison – Janel Bloch

Dr. Janel Bloch shared the following report:

The main update I have is I mentioned in the last meeting about the Faculty Budget survey and that has now been completed, so if anyone is interested in seeing that it is posted on the Faculty Senate website. On the front page it looks like it's a really long report but there's a short executive summary and the bulk of it is just all the comments from the survey, which are interesting. They're classified into categories so they should be pretty quick and interesting to read if you're interested. And not surprisingly, the top recommendations had to do, much like with staff, with the lack of raises and the need to address so our compression and workload equity.

President – Sara Conwell

Sara Conwell shared the following report:

1. SC Goal Updates
 - a. Spring philanthropy/community service project
 - i. Community Garden Clean-up
 1. 4/22 at 2pm, Highland Heights garden (behind Callahan)
 2. Bring gloves and garden tools
 - b. Collaborating with Megan Downing in Organizational Leadership on offering a 2-part professional development series on Teamwork in Organizations and Situational Leadership
 - i. April 28th and May 5th, noon, UC Ballroom
 - ii. Flyer for each and RSVP will be sent out

Credentials and Elections

Sue Murphy Angel shared the following report:

Date: 4/20/2022

Present: Tina Altenhofen, Sue Murphy-Angel, Beth Lackey, Teri Smith,
Brandon Weinel, Grace Hiles

Next Meeting: May 18, 2022 at 3 pm

Highlights to be shared:

- Committee received and discussed the following:
 - Staff Congress Credentials & Elections Committee Timetable
 - Each member of committee emailed and made phone calls to staff in their areas
 - Vote Flyers were sent out to Staff Congress membership for posting in their areas
 - Vote information/flyers posted on Social Media sites, NKU Digital Signage, and This Week
 - Provided hard copies of the voting ballot package for distribution
- Committee charge:
 - Voting period opened 4/15/22 and will close 4/29/22

- ❖ 289 staff voted
- ❖ 6 new staff elected to Staff Congress
- ❖ 5 members not re-elected

ITAC

Dan Jones shared the following report:

Steve send out the PowerPoint for the last ITAC meeting, and so I believe everybody got the report, but I'm just going to highlight a couple of the points. They are updating the Norse alert system and they're going to complete the testing maybe end of April or early May. And the Norse Tech Bar has been around since 2013 providing walk-up hardware and software technical support. Something interesting is that they now have long-term equipment loan programs for laptops, tablets, and mobile hotspots for faculty/staff and students. Please see the attached report for more information.

Regents Distinguished Award

Allison Haning shared the following report:

The three Regents Distinguished Award winners were announced at the Staff Appreciation breakfast on March 22. Kari Wight Perkins from the College of Business, Chris Tambling from the Student Union and Programming, and Krista Rayford from COI. We had 19 nominees so that's really good. Thanks to everyone that served in the committee. And it was great after the little hiatus with Covid that we were able to celebrate staff this year.

Sustainability

Tiffany Budd shared the following:

- The 8 electric vehicle charging stations in Kenton Garage are fully installed and ready to use. A reminder that these specific stations are also available for public use, so please spread the word. Lot K stations are currently being installed. There will be 4 stations with 8 ports.
- Earth Week is April 18-24, <https://inside.nku.edu/sustainability/get-involved/earth-week.html>

Earth Week Events 2022

April 18th

DIY Hydroponics Workshop

12-12:30 pm, SU 108, in-person. [Registration](#) required (max 20 participants).

Come Celebrate Earth Week: Learn how to grow plants in your windowsill using Hydroponics! All materials will be provided for you to make your own DIY hydroponics system.

T-shirt Bag Workshop

1:30-2:30, SU 109, in-person. [Registration](#) required.

Celebrate Earth Week by making your own upcycled t-shirt bag! Bring an old t-shirt and learn how to turn it into a 'new' reusable shopping bag. Snacks and scissors will be provided.

April 19th

Sustainability and Utilities presentation for NKU Department Showcase

2-3pm, virtual. Register [here](#).

Department showcases are hosted by HR and highlight various offices across campus. Join us to learn more about NKU's department of sustainability and utilities!

April 20th

NKU Sustainability Tabling

11am – 1 pm, SU main lobby (across from Starbucks)

Stop by our table 11am-1pm to learn more about sustainability at NKU and help celebrate Earth Week!

Goodbye Toxins, Hello Nature: Learn about essential oils and how to reduce toxins in your home

12-1 pm, SU 105, [Registration](#) required.

Have you ever worried about toxins in the environment and in your home? Did you know that there are over 80,000 chemicals on the market? We are exposed to toxins daily, in the air we breathe, and even in the food we eat. The human body is equipped to deal with toxins, but when it becomes overloaded the body becomes less efficient at managing them, and our toxic load increases. This can lead to long-term, and sometimes difficult to diagnose, health issues. Unfortunately, many of the products marketed to keep your home smelling fresh actually spread synthetic chemicals into the air you breathe. The good news is you have control over the products you use in your home. Say hello to essential oils and goodbye to scented candles, aerosols, and plug-in air fresheners.

This class includes a make-n-take session.

April 21st

Tree Sapling Giveaway

10 am – 2 pm, SU plaza (or inside SU if raining)

NKU Sustainability and NKU Horticulture are teaming up to offer free baby trees! Stop by our table at the SU plaza anytime between 10am – 2 pm to pick up your free tree.

Instructions on how to care for your tree will be provided.

April 22nd

Community Garden Clean-up

2-4 pm, In-person

Volunteer with ECOS and NKU Sustainability to help clean up one of our community gardens, the Highland Heights garden. This garden is located behind Callahan Hall dorm. Free parking and access to the garden via the Highland Heights City Building, 176 John's Hill Road. Bring gloves and garden tools. We will have some gloves available to use.

April 23rd

Earth Day celebration at NKU REFS

2-4pm, In-person

Join us to celebrate Earth Day at the NKU Research and Education Field Station (NKU REFS) on Saturday, April 23! Guided tours through

the St. Anne Wetlands will be available every half hour (2:00, 2:30, 3:00, and 3:30 pm). Bring your rain/muck boots and dress for the weather! Celebrate Earth Day by getting outside and learning about the flora and fauna that call these wetlands home. Find contact information and the event flyer [here.](#)

Volunteer with Findlay Market

Volunteers will help spread the word about Findlay Market's Greening the Market Sustainability Program by accepting donations (donors will receive a free packet of seeds for their gardens), manage a Kids Activity Tent (kids can make bird feeders using toilet paper rolls and peanut butter), and sell market tote bags.

Register here to sign up as a volunteer: <https://events.pointapp.org/8671>

April 24th

Volunteer with Findley Market

Volunteers will help spread the word about Findlay Market's Greening the Market Sustainability Program by accepting donations (donors will receive a free packet of seeds for their gardens), manage a Kids Activity Tent (kids can make bird feeders using toilet paper rolls and peanut butter), and sell market tote bags.

Register here to sign up as a volunteer: <https://events.pointapp.org/8671>

Roundtable

Steve Slone shared the following report:

Just a friendly reminder for all the committee members to get Steve their write ups from the meeting of the different break out room conversations. Roundtable was wonderful. Thank you to all Staff Congress members who participated.

40th Anniversary of Staff Congress Planning Committee

Sara Conwell shared the following report:

Committee is working on determining a date for the celebration. We are able to collaborate with special events and commencement on repurposing their decorations from graduation. So if you have any decorations or anything that you think that you would like for us to use as part of the celebration, please let us know. Also, if your department has a lot of NKU swag that you don't need anymore, or that you would just love to donate and contribute to our cause for door prizes. please let me know. I'm happy to send Steve on a golf cart go pick them up. It is our hope that we are able to bring all these individuals onto campus to celebrate the 40th and to have some door prizes that we can raffle off or anything like that, so if you have things, please send them my way or, please let me know.

Old Business

Sara Conwell shared an update on the Administrative Evaluation Surveys. They are working on the final tweaks and they are ready to run. Huge, huge, huge, shout out to Robert Schalk and IT. He has been phenomenal! And huge shout out to Gracie for making those initial conversations and getting that up and running and being. This should be able to run starting on Monday from April 18 to May 2. Council of chairs got a sneak peek at it last week. Heard good

things so looking forward to seeing how it goes this year. If you have any questions, please let me know

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 4 Staff and 1 Faculty.

February Norse Appreciation:

Staff

Beth Mills
Darryl Peal and Inclusive Excellence
Emily Dobbs and BioSci Lab Prep Staff
Wesley Brown

Faculty

Jennifer Smith

Announcements

Sara Conwell shared the following:

- Congratulations to the Academic Affairs Staff Award Winners! Beth Sweeney, College of Arts and Sciences; Beth Lackey, Haile College of Business; and Jeannine Lambert, Chase College of Law.
- Sara Sidebottom provided a scholarship donation to Staff Congress in the amount of \$15,000. Such a wonderful surprise! Sara was involved with Staff Congress as well as legal counsel for NKU. She passed away a couple of years ago now so this was an unexpected, wonderful gift.