

**Members present:** Cindy Ash, Chris Bowling, Tiffany Budd, Ashley Coates, Gina Combs, Sara Conwell, Vicki Cooper, Brigitte Evans, Dave Groeschel, Ali Hannig, Kristi Horine, Mike Irvin, Daniel Jones, Sherri Jones, Beth Lackey, Michelle Melish, Sue Murphy-Angel, James Parker, Frank Robinson, Ashley Seibert, Steve Slone, Steven Smith, Terkerah Washington, Brandon Weinle, Vanessa Wieland, Kimberly Wiley, Carolyn Willhoit, and Christopher Witt

**Members absent:** Peg Adams, Robert Alston, Tina Altenhofen, Emily Dobbs, Brenda Maldonado, and Terri Smith,

I. Call to Order at 1:00 PM

II. Approval of April 14, 2022 Minutes

Motion: Carolyn Willhoit  
Second: Ali Hanning  
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 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

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 – Kimberly Wiley
- 40<sup>th</sup> Anniversary of Staff Congress Planning Committee – Sara Conwell

VII. Old Business

VIII. Norse Appreciation

IX. Announcements –

- Administration/Finance Voting

XII. Adjournment at 2:42 PM

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

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### Board of Regents – Staff Regent Cori Henderson

Cori Henderson shared the following:

- Compensation Plan Feedback Survey
  - 320 respondents to the survey
  - Nearly one-third (31.7%) were respondents with 15 or more years of service
  - About one-third (32.7%) of respondents disagreed with the statement “I understand the 5 by 5 compensation plan”
  - Over half (51.5%) stated that they are satisfied with the compensation plan
  - When asked what they liked about the plan, 24.8% stated “compression adjustment”, 24.8% “time of service” recognition, and 20.3% stated “new pay grades”
  - When asked “What do you dislike about the plan?”, one-quarter stated “transparency/unclear on implementation” 21.2% “Too long/Five-year Plan” and 12.9% “Potential Unfairness in Implementation”
  - Based upon these feedback, it will be recommended to do additional continuous communication with staff, with another town hall meeting and updates to the FAQ webpage. We are also recommending top priority given to compression adjustment and weights for years of service in the compensation formula.

### Administrative Liaison – Lori Southwood

#### **Benefits/Bruce Smith**

- Current contract with Humana as TPA set to expire 12/31/2022
- With guidance from Procurement and Mercer as our consultant, sought to issue an RFP
- Selection Committee was formed with representation from Staff, Faculty and HR/Benefits
  - 5 voting members
- Selection Criteria developed for scoring the results and RFP was released.
- 5 respondents (Humana, United Healthcare, Anthem and 2 independent stand-alone TPAs)
  - Independent TPAs disqualified as not being compliant in their responses and late)
  - Leaving the 3 insurance carriers to be evaluated
- Mercer provided qualitative and quantitative analysis of the RFPs and conducted meetings with the Committee to discuss the analysis and answer questions
  - Mercer earmarked the selection criteria on each page with a side-by-side comparison
- Finalist meetings were conducted with the Selection Committee
- Final meeting was held by Mercer with the Committee to answer any additional questions and discuss the scoring to be done independently by each Committee member.
  
- Procurement provided final instructions for the scoring sheets on each carrier to be returned by 4/29 to determine the results and make the award

TPA with the highest number of scorecard points out of 1,000 will be awarded the contract.

### Payroll/Kellie Ziesemer

Payroll continues to make progress in ADP Tax Filing implementation, we have begun testing of the feeds from SAP to ADP, working toward 7/8/22 go-live.

### Josie

HR is gearing towards implementing the steps associated with the process of staff salary range adjustments and annual merit increase, including determining salary adjustments for staff who meet the criteria, testing the SAP system, communications etc. In the first year of staff salary adjustments under the 5 by 5 plan, years of service/experience with NKU will positively impact the eligibility, and amount of adjustment an individual may receive. Merit increase is proposed to be a 3% pool for those faculty and staff who meet the eligibility criteria. Both salary adjustments, and merit increase are contingent upon approval by NKU's Board of Regents. Answers to some frequently asked questions (FAQs) related to these two processes are posted on our website at <https://inside.nku.edu/hr/5by5CompensationPlanFAQ.html>

### Tim Ferguson/IT

- Annual ITAC software requests are due to IT by June 3, 2022. Submit prioritized requests for academic software to your Department Chairs or Directors for the committee's review.

### Faculty Senate Liaison – Janel Bloch

Dr. Janel Bloch shared the following report:

- Over this semester, the Faculty Senate Professional Concerns Committee and the Faculty Advocate have been reviewing the proposed revisions to the Values & Ethical Responsibilities statement that were posted for the university comment period. The revisions add provisions for addressing whistleblowing and other edits. The suggestions have been incorporated into the revised policy, which will soon be submitted for Board of Regents approval.
- Finalists for the Vice President for Administration and Finance/CFO position will be on campus over the next couple of weeks. Everyone is encouraged to attend the open forums.
- The final meeting of the Faculty Senate for the academic year is this coming Friday. At the meeting, there will be an election for the General Education Chair and the Faculty Advocate.

### President – Sara Conwell

1. Welcome to Newly Elected Staff Congress members
2. Professional Development Series
  - A. Finished up our 2-part series with Megan Downing in Organizational Leadership
    - (1) Teamwork in Organizations
    - (2) Situational Leadership
  - B. Sending a survey to those who RSVP'd for either event to gather insight into future workshop options
3. Compensation Proposal Survey
  - A. Closed and info being compiled – over 300 responses
  - B. As with surveys in the past, presentation will be made available on SC website and general response information will be sent to Lori to share with AV and Cabinet

4. Admin Eval Surveys
  - A. Officially closed, and pulling information to disseminate to each administrator
  - B. As per the parameters approved by SC, each administrator will receive their individual reports, while supervisors will receive all reports of those who report to them; AV will receive everything, and BOR will receive AV's
5. Committee Goals
  - A. Please submit your updated goals to Grace
6. Executive Team Elections
  - A. Reminder that the President-Elect and Secretary positions will have openings come July's meeting
  - B. If interested, please submit your name to Grace

### 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

### Scholarship

Sherri Jones shared the following report:

- There are three scholarship recipients this year.
- Scholarships will be awarded at the June 9th Staff Congress Meeting.
- The Scholarship will review scholarship application criteria in order to attract more applicants next year.

### IT Advisory Committee

Dan Jones shared the following report:

Dan shared the results of a student survey that ITAC performed. The results are included in the PowerPoint presentation attached to the minutes. People might want to review the results and if needed the results can be broken down more by colleges. This was the last ITAC meeting for several months since they don't meet during the summer.

### Sustainability

Tiffany Budd shared the following:

- The 4 electric vehicle charging stations (8 total ports) in Lot K are fully installed and ready to use. Reminder that vehicles must have a valid NKU parking permit and be plugged in and charging to use these spots.
- Earth Week recap: Hydroponics; t-shirt upcycle into bags; Sustainability office presentation for HR department series; Toxins and essential oils workshop; tree sapling giveaway; community garden clean up; NKU Research and Education Field Station hike and tour.
- I performed a dumpster audit and cost analysis for Housing. They will be adding 5 recycling dumpsters and reducing the number of trash dumpsters, which will result in a savings of over \$500 per month while improving their environmental impact by adding recycling infrastructure.

### 40<sup>th</sup> Anniversary of Staff Congress Planning Committee

Sara Conwell shared the following report:

Members: Sara Conwell, Vicki Cooper, Steve Slone, Terri Smith, Tiffany Budd, Christopher Bowling

Guests: Grace Hiles

Highlights to be shared:

- June 9, 2022 from 3-7pm, UC Ballroom/Lobby/Plaza
- Save the date went out on social media
- Email invitations went out to:
  - Staff Congress retirees
  - Current Staff Congress members
  - Prior Staff Congress members still employed at NKU
  - Newly elected Staff Congress members
  - President's Cabinet
  - Board of Regents
- Please RSVP if you haven't already
- Event designed as a come-and-go
- Call for swag has gone out and beginning to receive donations for goodies and door prizes

### Old Business

Kimberly Wiley shared that we will soon have our own Norse Aficionados staff website. Currently we have the Faculty Expertise Database for faculty. It's basically a database of faculty and their area(s) of expertise in their field. So we thought why not create one for staff and focus on staff gifts and talents that we have as possible side "gigs"...photography, painting, music, etc. IT is currently working on the site and we hope to have it up and running and ready for your input soon.

### 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 March had 3 Staff and 1 Faculty.

February Norse Appreciation:

#### **Staff**

Stephanie Biggs  
Kara Olding  
Krista Wiseman-Moore

#### **Faculty**

Megan Downing

### Announcements

Ali Hanning shared that the nominations the Administration and Finance Outstanding Awards is open now through 5/27. Everyone should have received the email with the link to nominate your fellow staff. <https://inside.nku.edu/adminfinance/Awards.html>



**April 29, 2022**

**ITAC**



# Agenda

- **Student Survey Results/Discussion** – Bert Brown
- Future Areas of Focus for ITAC - Various
- Reports from Sub-Committees







# Student Technology Survey



2022

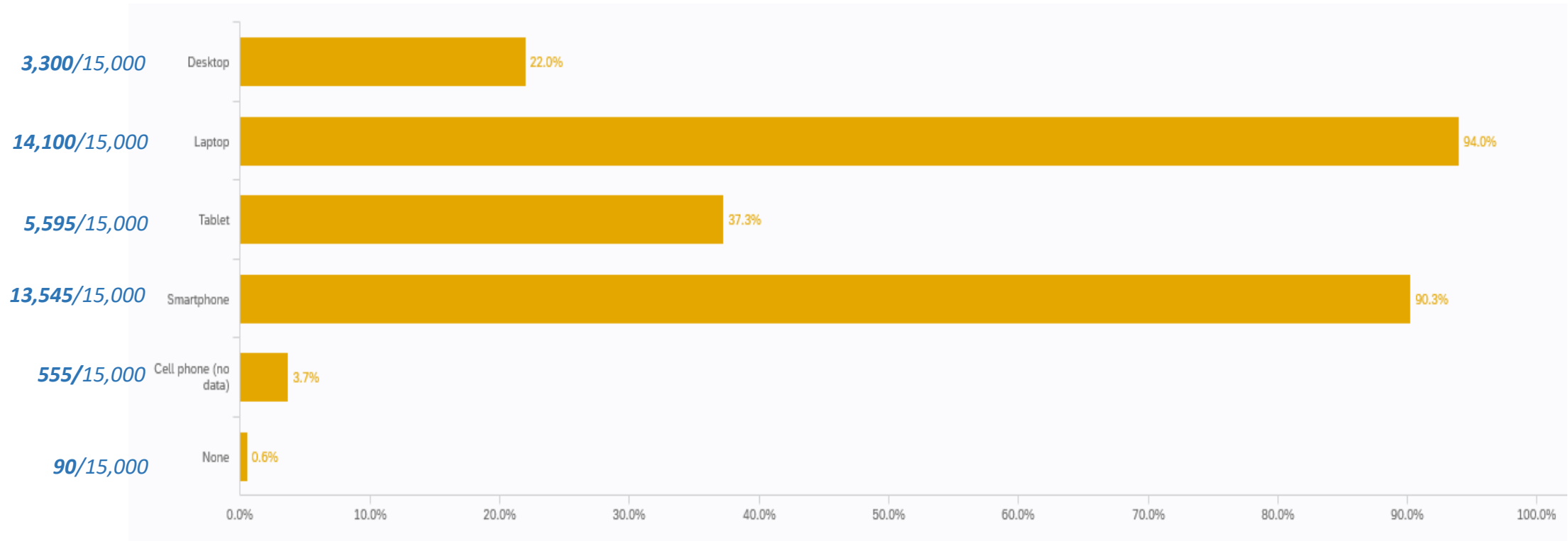


# ITAC Student Technology Survey

- Survey Panel 3238 students received the survey
- 539 students responded
- 16.7% response rate

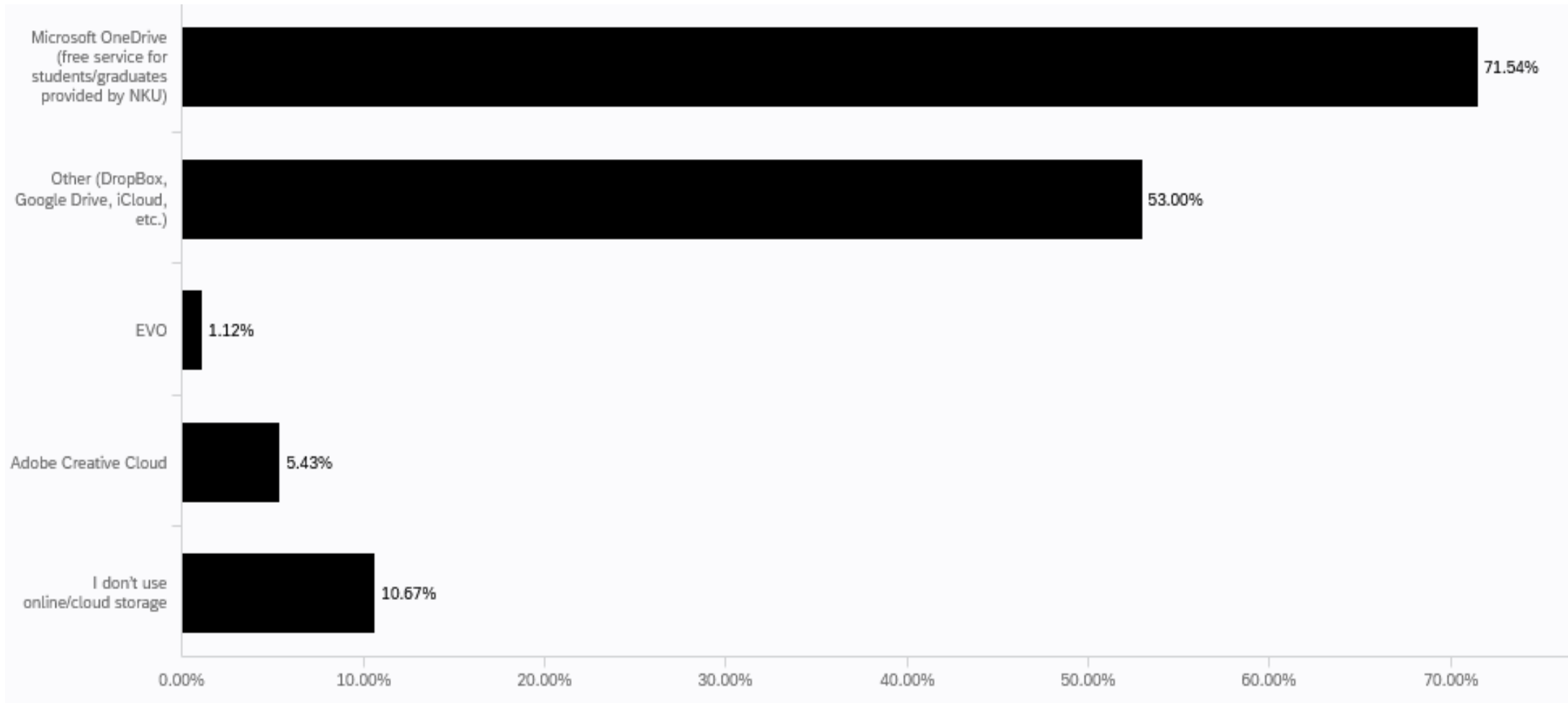
# ITAC Student Technology Survey

Which technology devices do you own? (select all that apply)



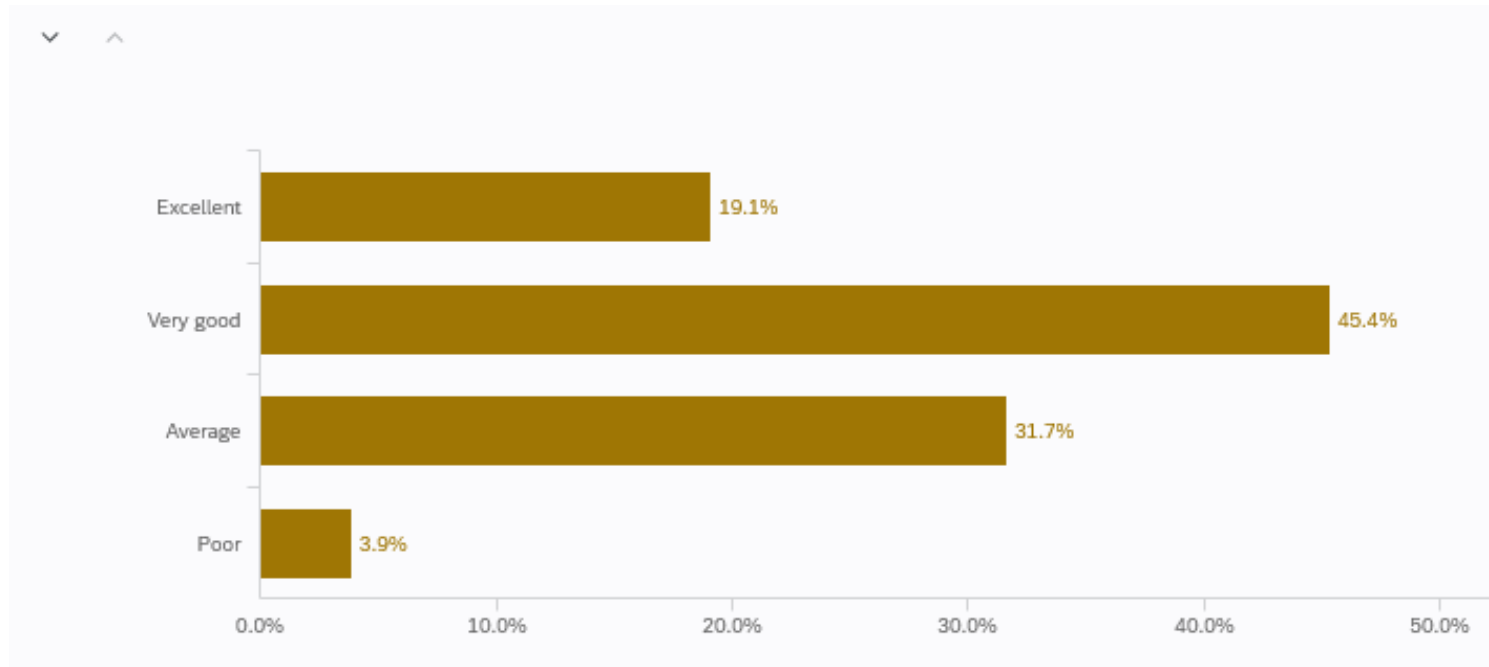
# ITAC Student Technology Survey

Which online/cloud storage do you use for school work? (select all that apply)



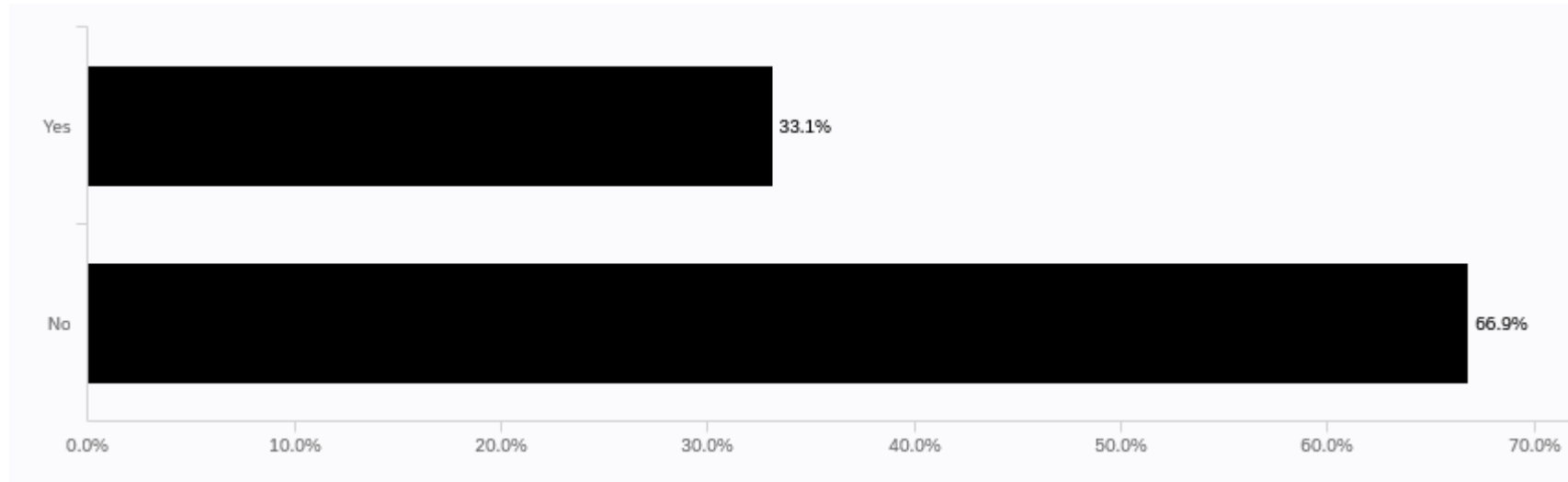
# ITAC Student Technology Survey

How do you rate wireless coverage on campus?



# ITAC Student Technology Survey

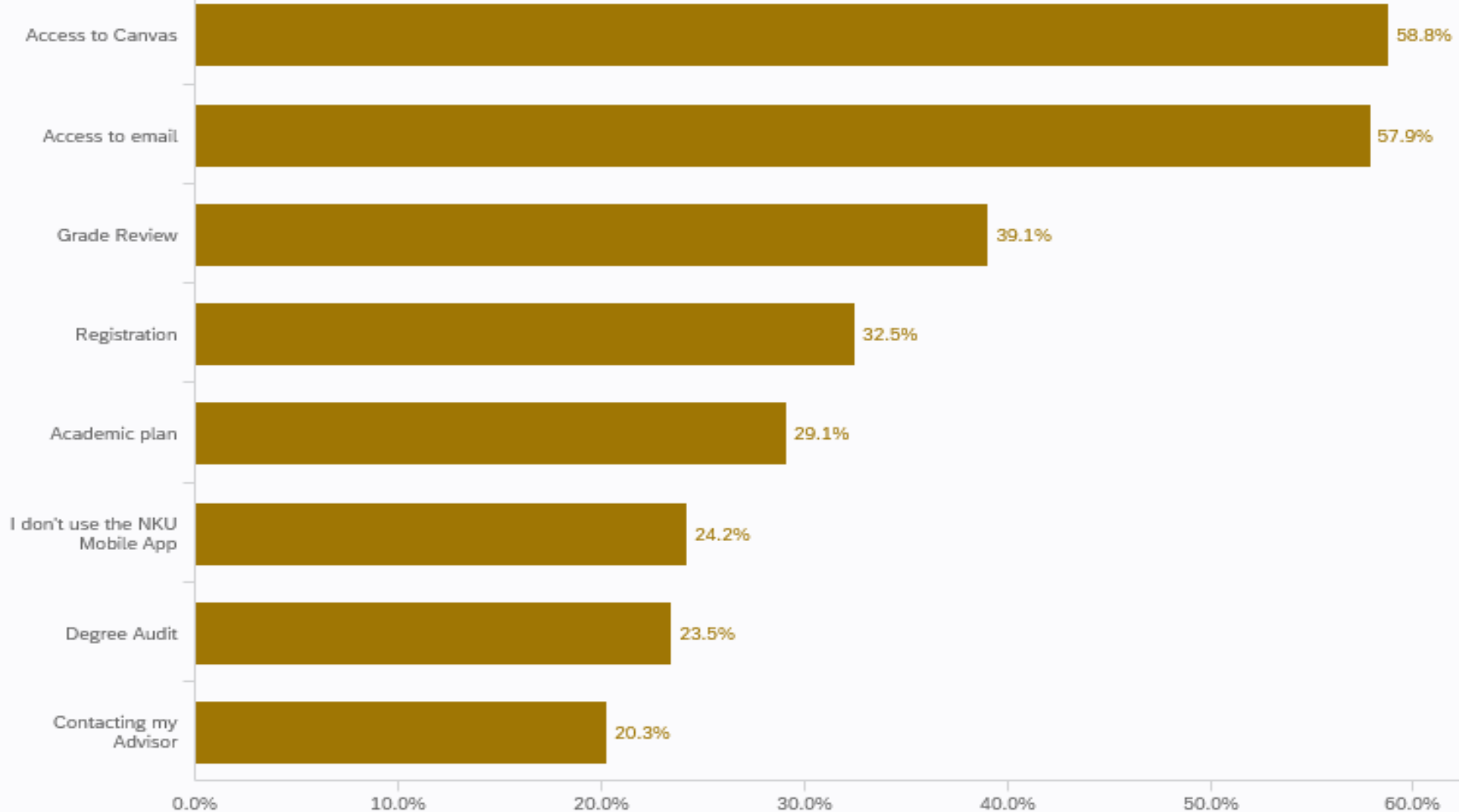
Is there a location on campus where wireless is consistently weak or has no signal?



*Parking Lots, Science Center 1<sup>st</sup>/2<sup>nd</sup> Floor, MP 1<sup>st</sup> Floor, Stealy Library 1<sup>st</sup> floor, Student Union*

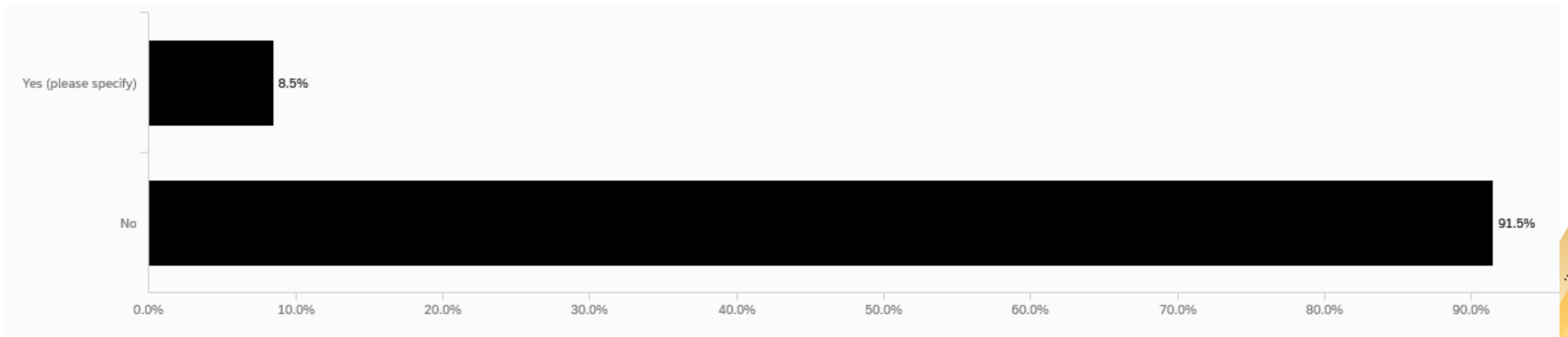
# ITAC Student Technology Survey

What NKU mobile app features do you find most useful? (Select all that apply)



# ITAC Student Technology Survey

Are there any features you would like to see added to the NKU Mobile App?

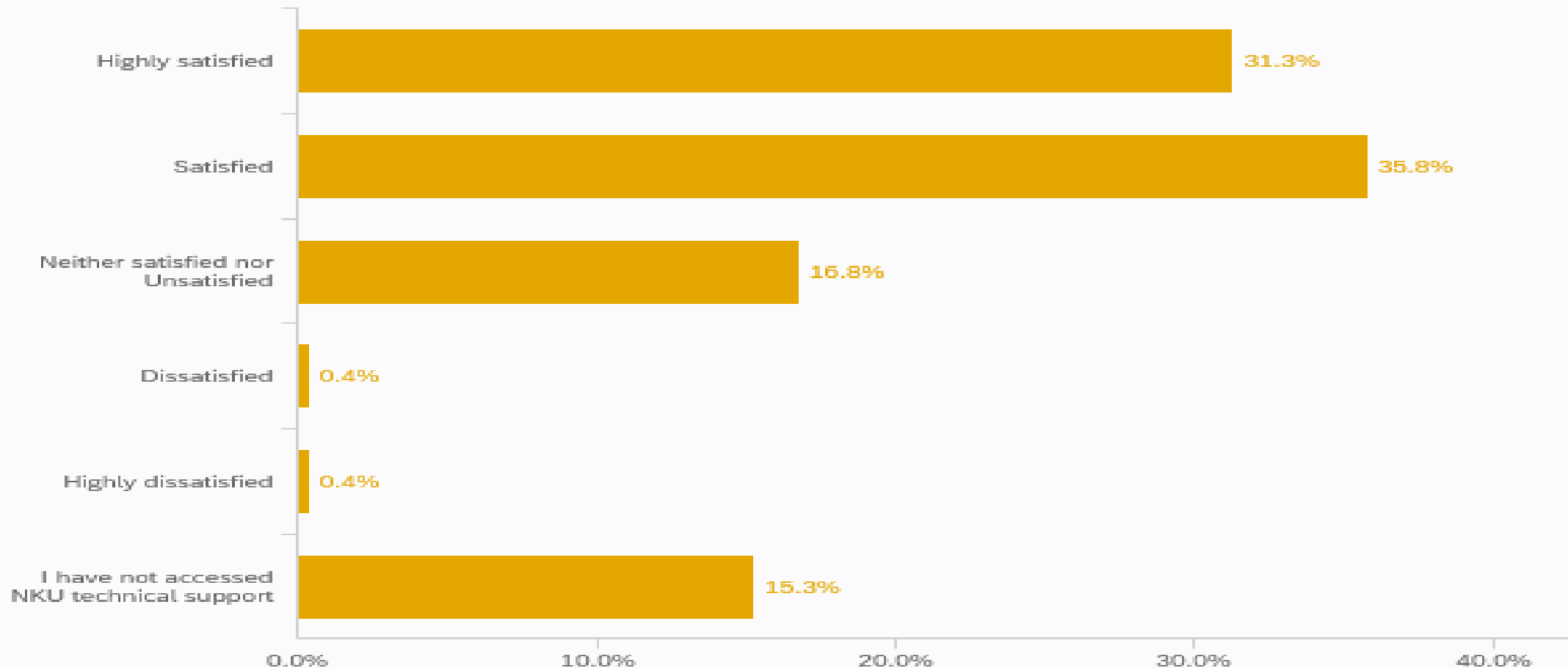


Campus Interactive Map, Simpler layout, Ability to stay logged in to all features, Hiding past courses on Class dashboard, Ability to print from phone to NKU printer, GPA, Access to OneDrive, Classes needed for specific majors, Bus schedules, Dining Menu for the day, Ability to log hours worked at NKU



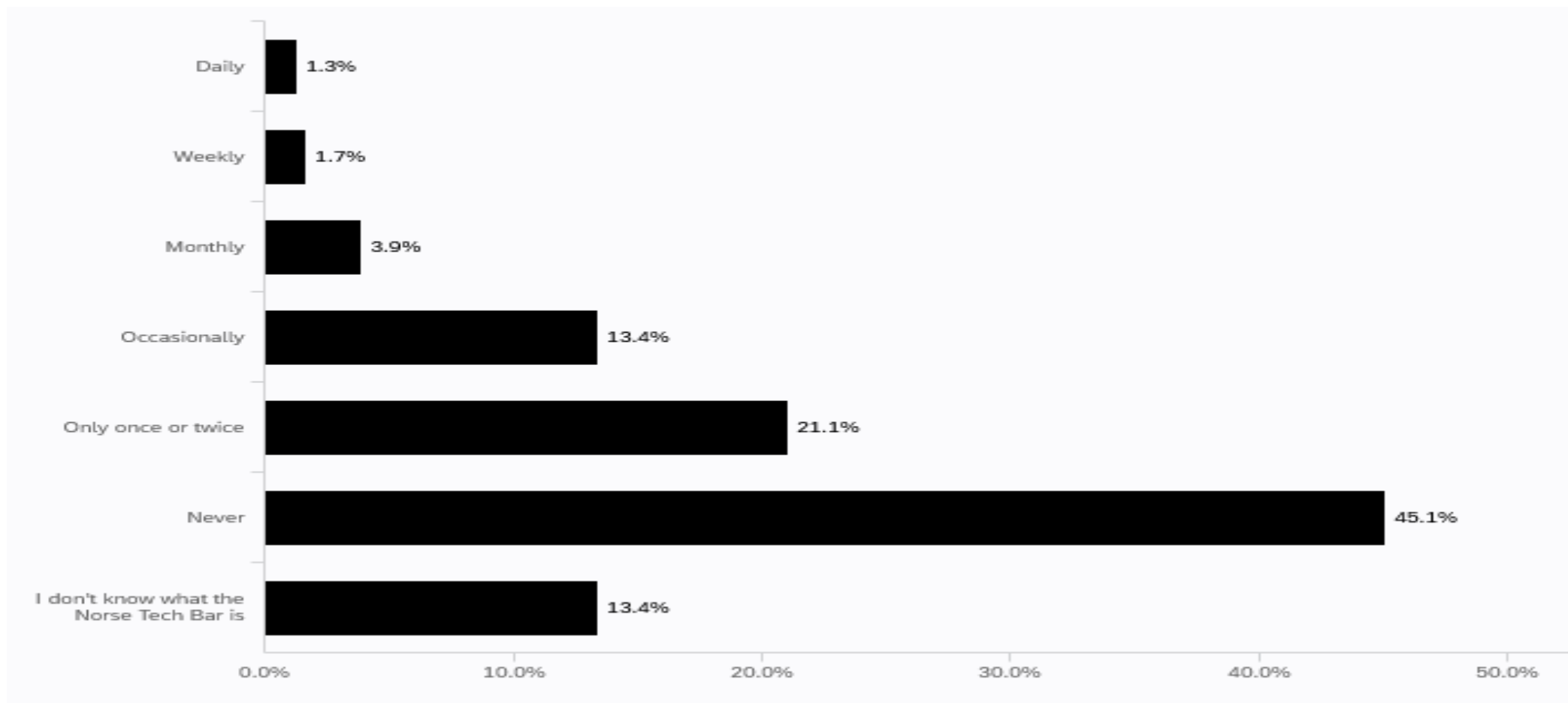
# ITAC Student Technology Survey

How satisfied are you with access to NKU technical support, as needed?



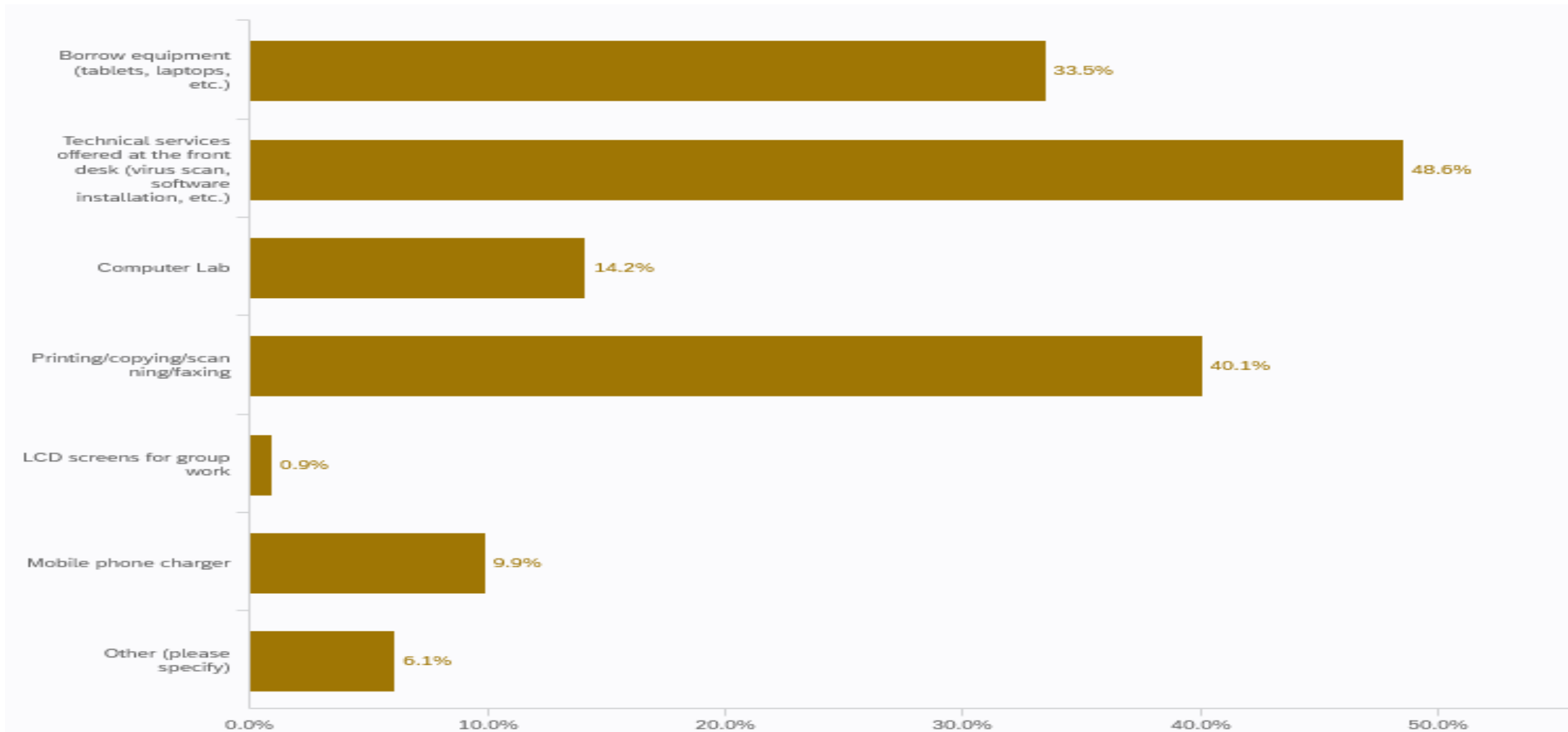
# ITAC Student Technology Survey

On average, how often do you visit the NTB for technology assistance, printing, equipment checkout, etc.?



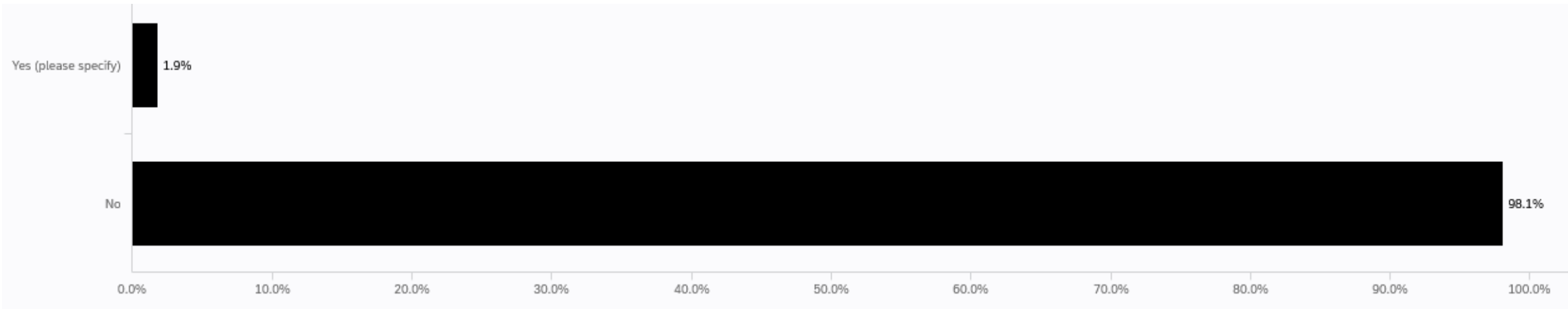
# ITAC Student Technology Survey

Which of the following services have you used at the Norse Tech Bar? (Select all that apply)



# ITAC Student Technology Survey

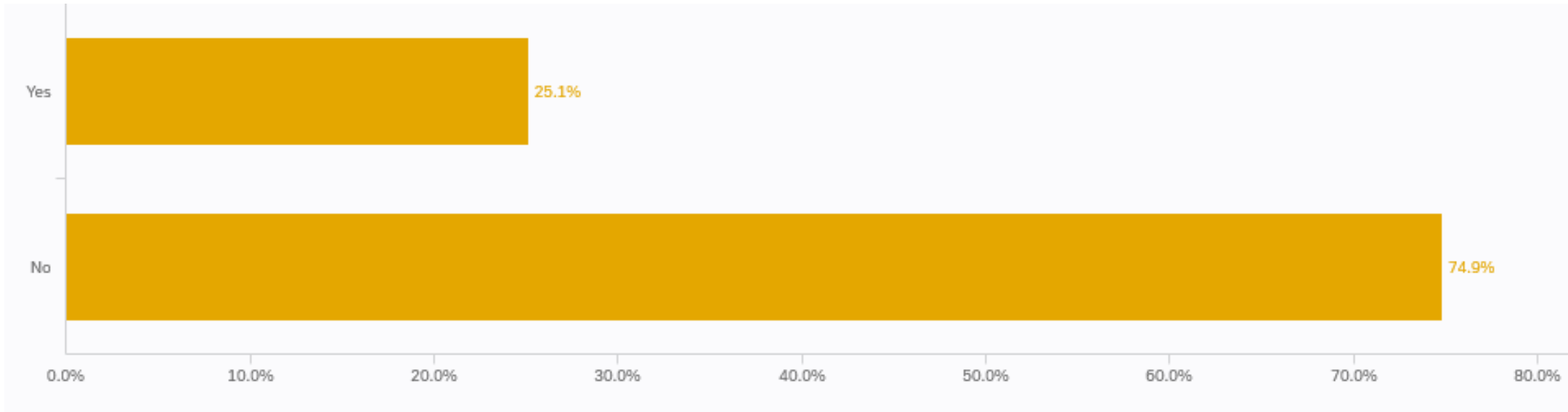
Are there any additional services you would like to see the Norse Tech Bar offer?



1. I would like to see more remote service options instead of having to physically go to NTB for service.
2. Unsubscribe from all NKU serv lists
3. More Tech support options, put flyers
4. Hardware side of fixing computers

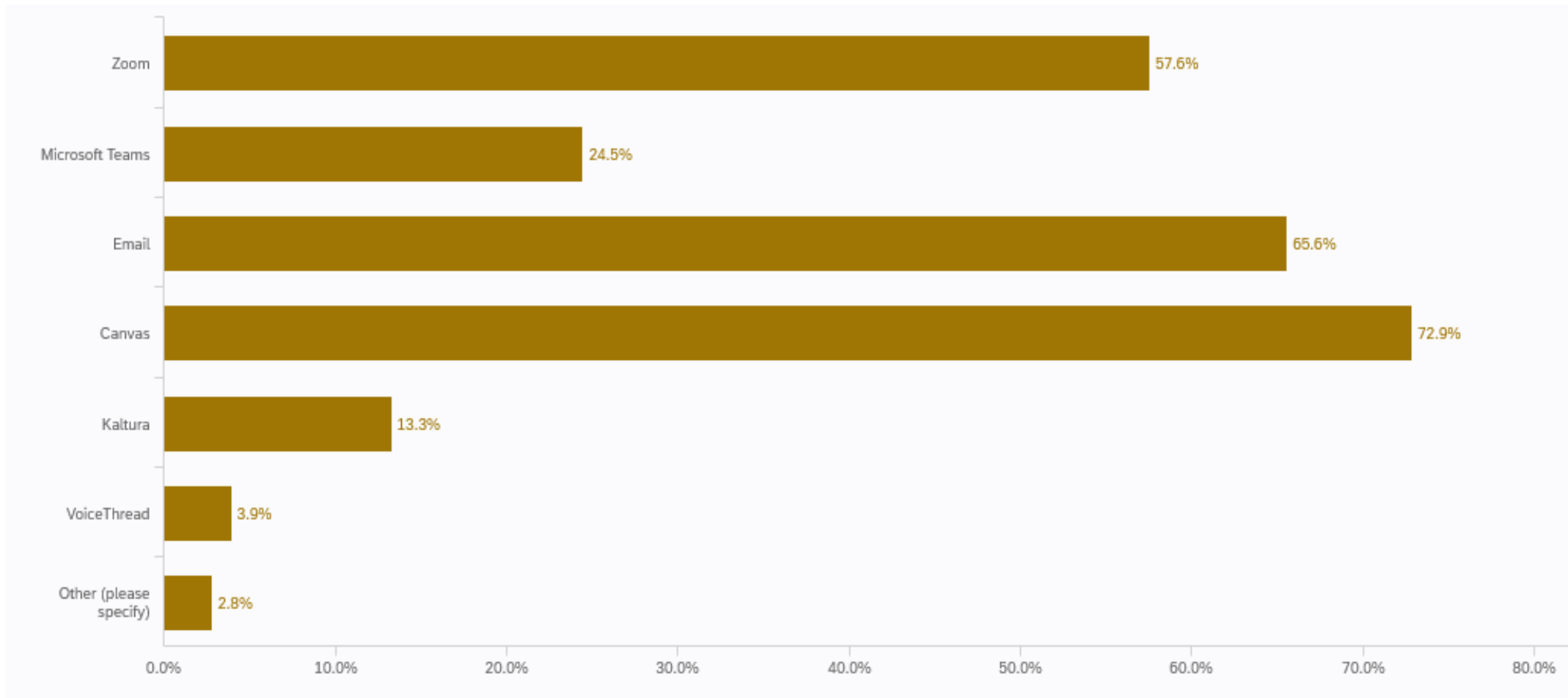
# ITAC Student Technology Survey

Do you use the NKU Virtual Computer Lab Services (<http://view.nku.edu>)?



# ITAC Student Technology Survey

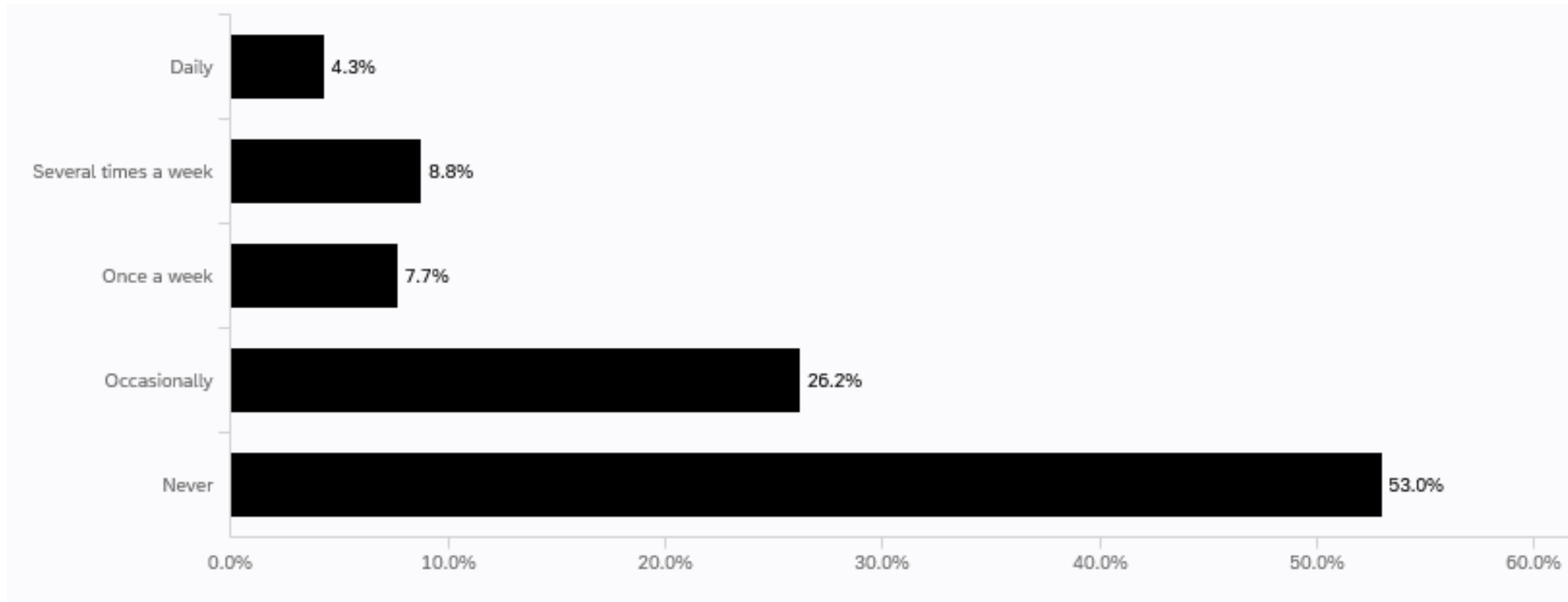
What collaboration tools do you find most useful? (select all that apply)



*Discord, Twen, Miro.com, VMware*

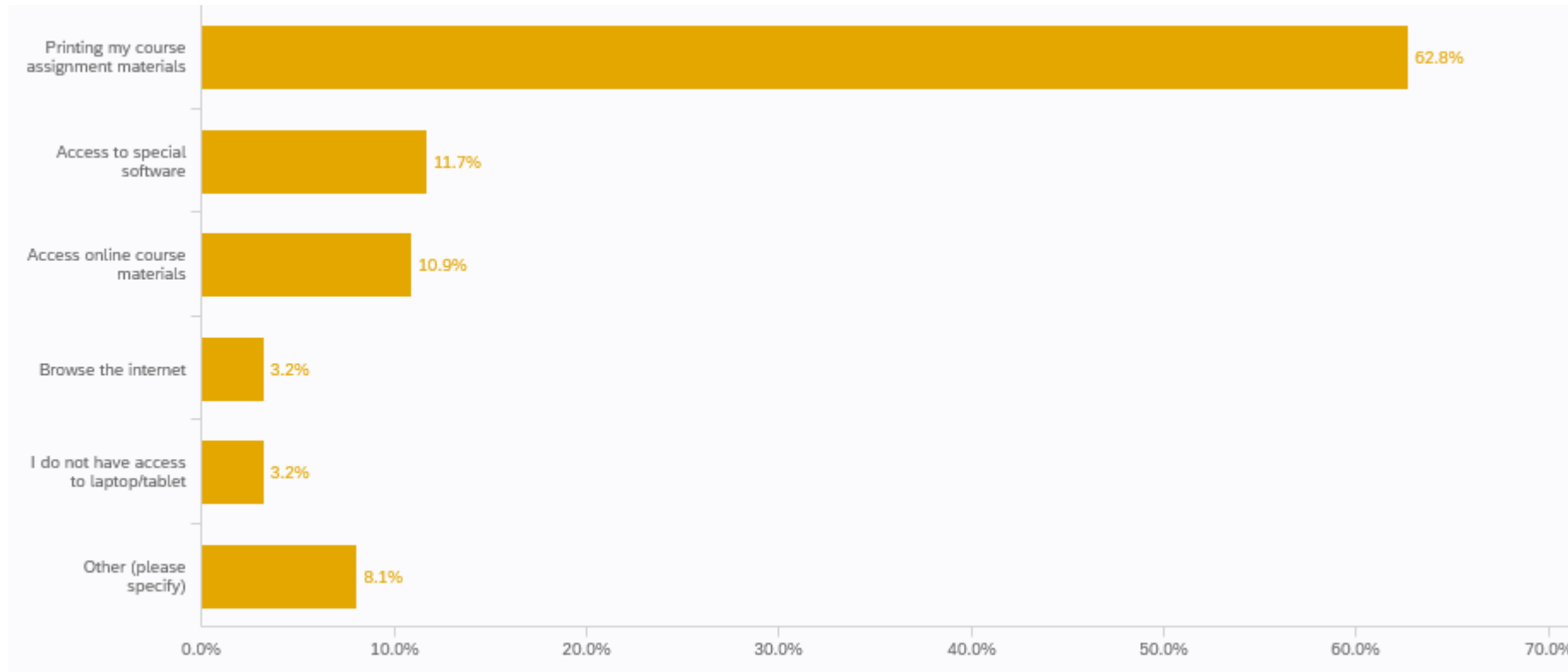
# ITAC Student Technology Survey

On average, how many times per week do you use NKU's open access computers outside of class? These are non-classroom computers, ie: NTB, etc.



# ITAC Student Technology Survey

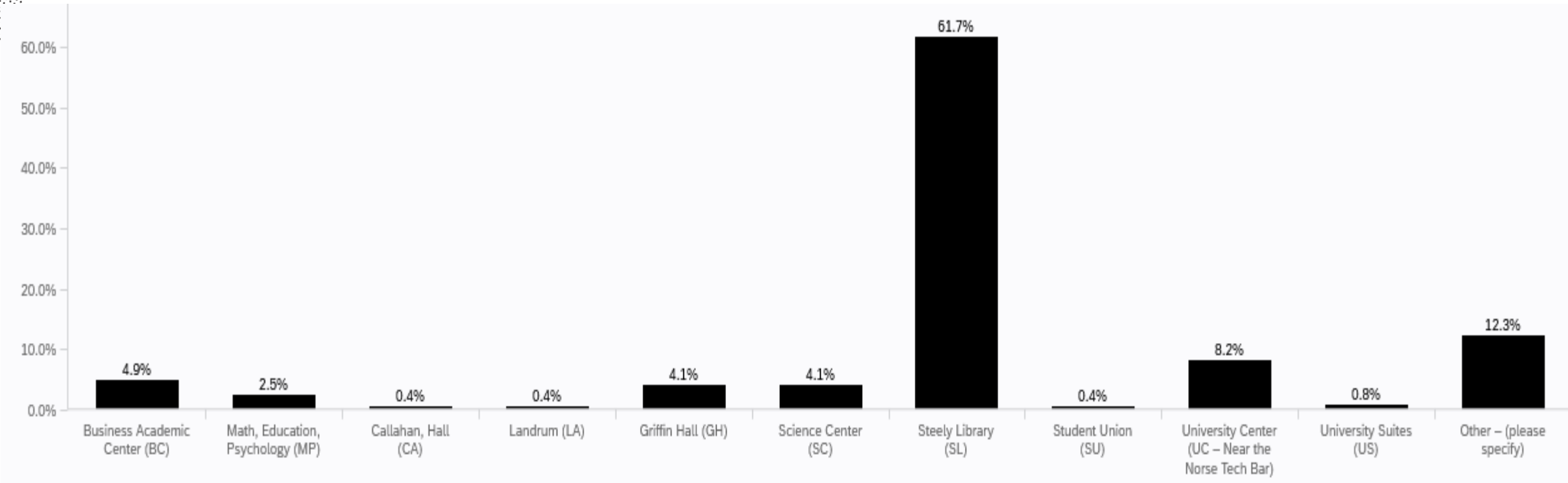
Why do you use NKU's open access computers on campus?





# ITAC Student Technology Survey

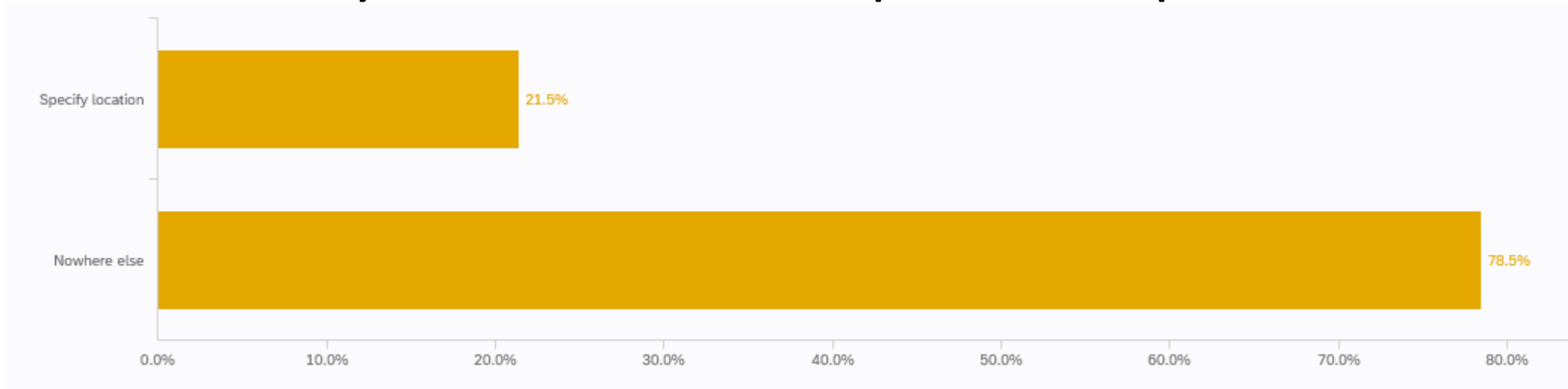
In which building do you use NKU's open access computers most often?



HIC, FH, NTB, FA-SOTA, Nunn Hall

# ITAC Student Technology Survey

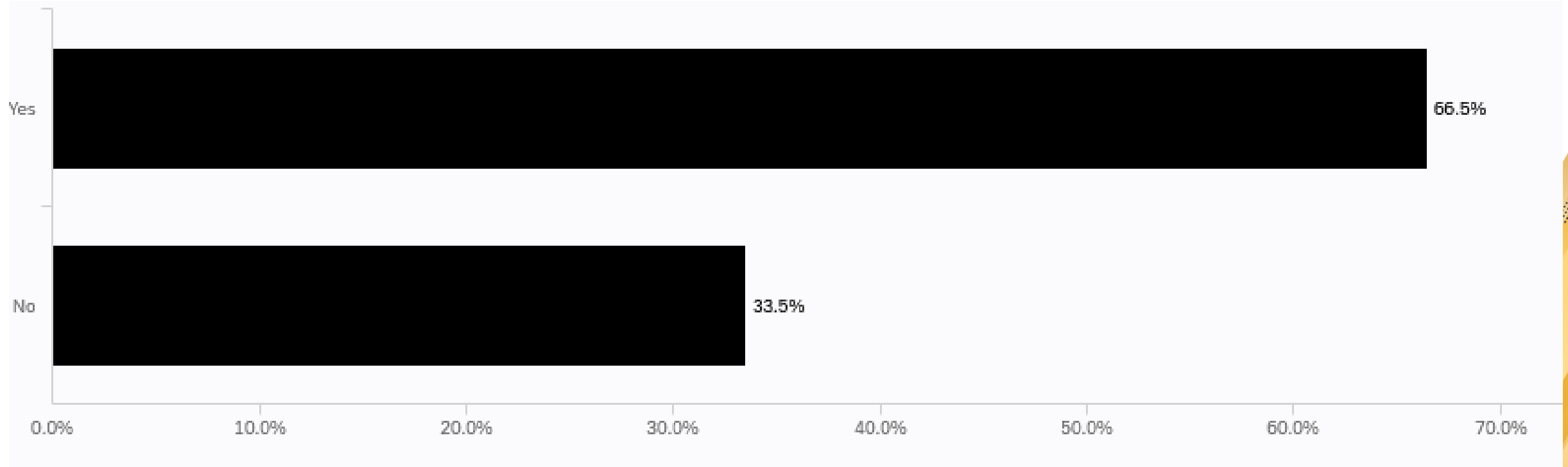
Where would you like to have more NKU open access computers installed?



1. *Student Union*
2. *Business Building*
3. *Informatics Building*
4. *Landrum*
5. *Dorms for printing*
6. *Rec Center*
7. *SOTA*
8. *Science Building*
9. *Math Building*
10. *HIC Building*

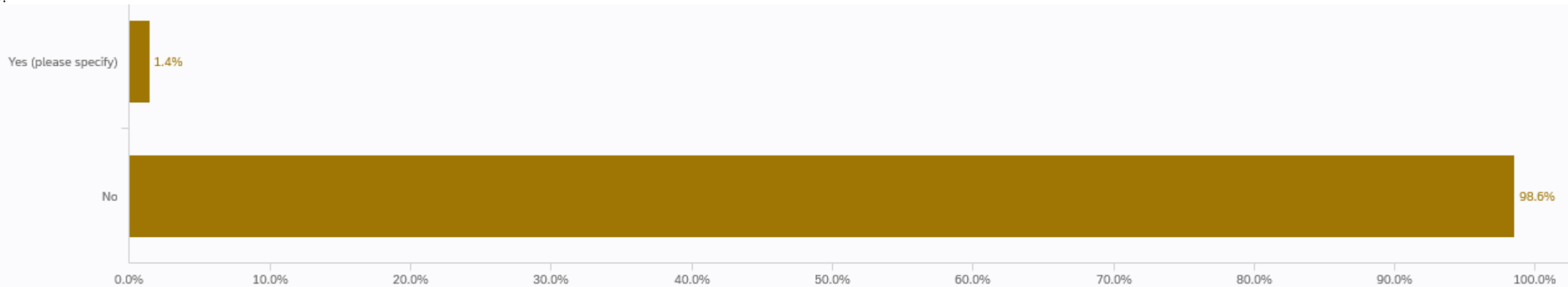
# ITAC Student Technology Survey

One.nku.edu is a portal that students can log into to complete important tasks without having to log into multiple systems. Do you use one.nku.edu?



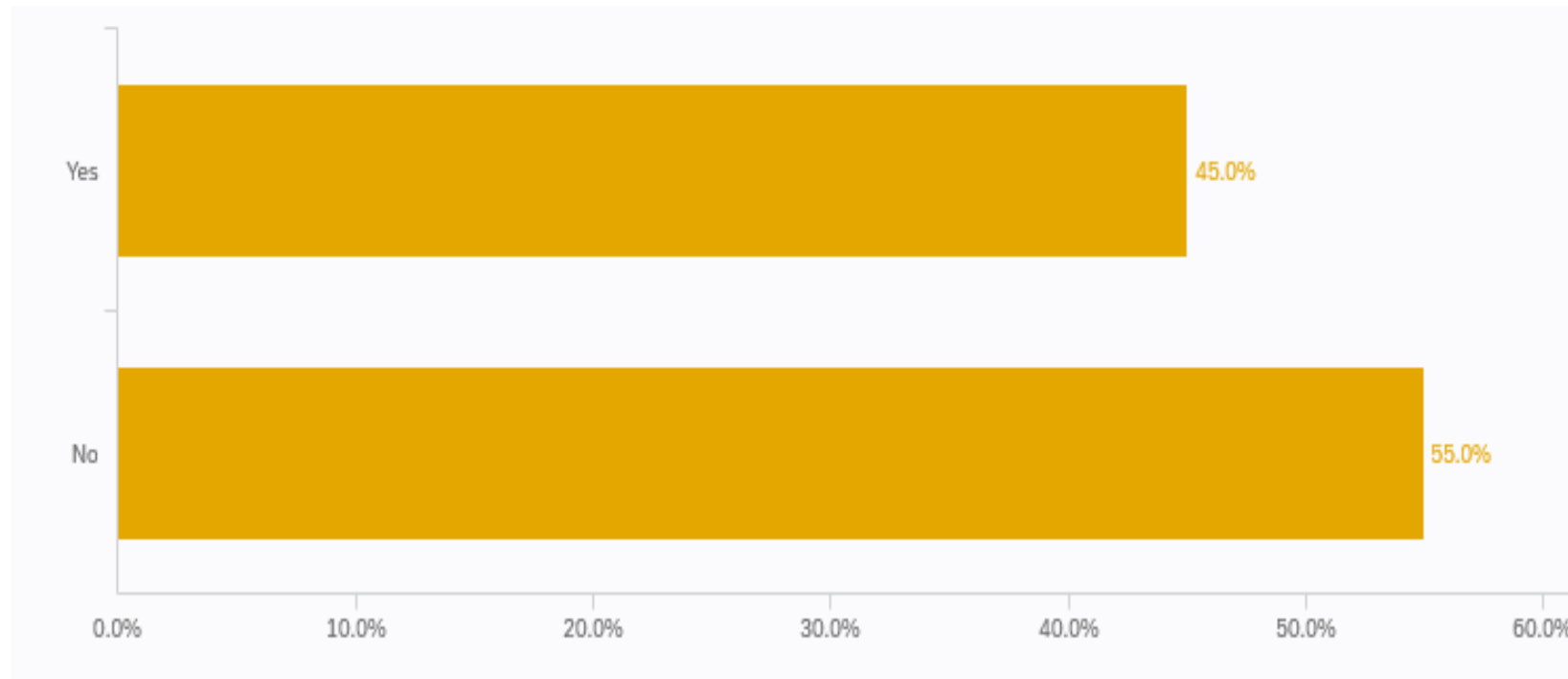
# ITAC Student Technology Survey

Are there additional tasks you would like to have added to one.nku.edu?



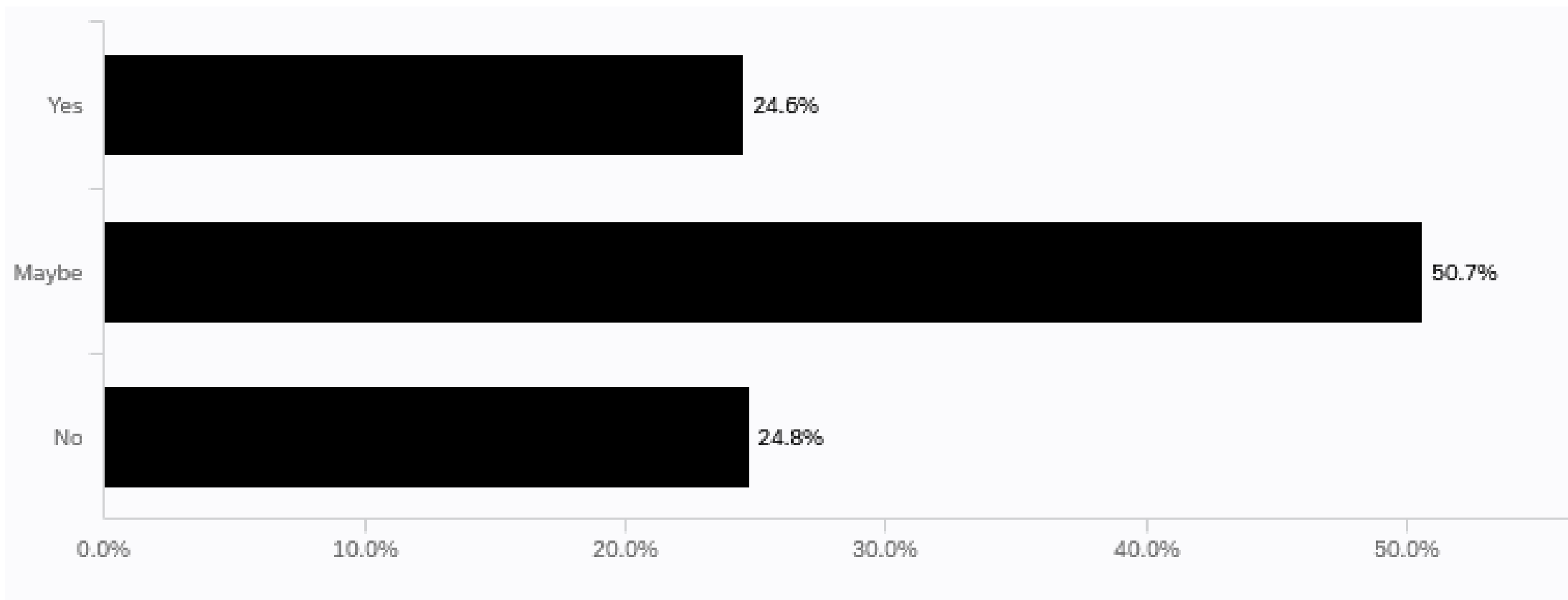
# ITAC Student Technology Survey

Are you aware of our wireless printing solution on campus?



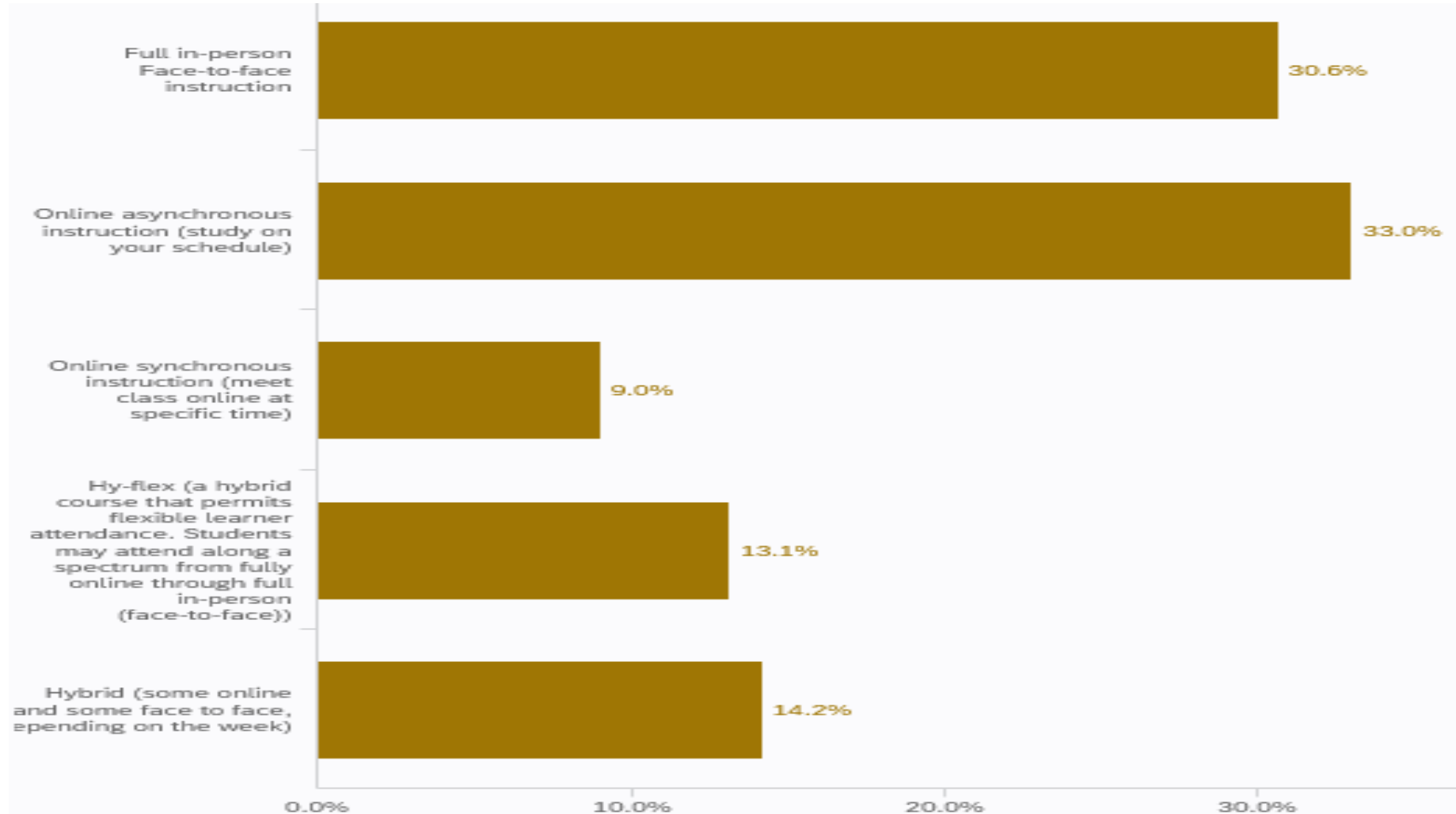
# ITAC Student Technology Survey

If multi-factor authentication (MFA) were offered to you at NKU, would you opt in to use?



# ITAC Student Technology Survey

Which type of classes do you prefer to take? (select all that apply)



# ITAC Student Technology Survey

**Are there any security features that you would like to have available to NKU students that we do not have?**

1. Antivirus software for student computers
2. Multifactor Authentication
3. Electric temperature checks for COVID at building entrances
4. Easy access to VPN for security
5. Fix the police call box near Landrum
6. Digital All-card scans for meal swipes
7. A “Remember me” feature to avoid signing in every time



# ITAC Student Technology Survey

**Is there anything else you would like to tell us about your technology experience at NKU?**

1. Most common complaints:

1. Wireless connection / login issues on campus
2. Technical problems with NKU's Printing Solution not working well since moving to Norse\_Net

2. Most appreciative of:

1. Technical support offered at NTB and through Help Desk phone calls
2. Ability to borrow technology equipment (especially laptops) from NTB for the semester

3. NKU classes are not "ChromeBook" friendly

4. The NKU app is buggy and hard to navigate; icons without names

5. Wireless speed and connectivity is great when compared to other public internet.

6. Need redesign of NKU web pages

7. Need an "unsubscribe from all" option for listservs; I never go to campus and am not interested.

# ITAC Student Technology Survey

**Questions?**

# Agenda

- Student Survey Results/Discussion — Bert Brown
- **Future Areas of Focus for ITAC** - Various
- Reports from Sub-Committees



# Academic Year 2022-2023

- Discussion on priorities and areas of focus to delve into for next year

- Classrooms
- Computer Labs
- Software Funding
- Data Storage
- Security Tools
- Computer Replacement

# Agenda

- Student Survey Results/Discussion — Bert Brown
- Future Areas of Focus for ITAC - Various
- **Reports from Sub-Committees**



# Sub Committees

- Process Improvements and Efficiencies – Jodi Bridges
- Student Involvement Team – Loretta Race
- Hardware – Bert Brown
- Software – Bert Brown
- Electronic Media – Jeff Chesnut





**April 29, 2022**

**ITAC**

