

Members present: Robert Alston, Tina Altenhofen, Amanda Andrews, Tiffany Budd, Sara Conwell, Vicki Cooper, Emily Dobbs, Brigitte Evans, Dan Ginn, Dave Groeschel, Ali Hannig, Kristi Horine, Mike Irvin, Daniel Jones, Sherri Jones, Beth Lackey, Michele Kay, Michelle Melish, Sue Murphy-Angel, Sara Nicolas, Ashley Seibert, Connie Seiter, Steve Slone, Terri Smith, Monica Stephens, Terkerah Washington, Brandon Weinel, Vanessa Wieland, Kimberly Wiley, and Christopher Witt

Members absent: Chris Bowling, Steven Smith, Kimberly Wiley, and Carolyn Willhoit

- I. Call to Order at 1:02 PM
- II. Approval of President Steve Slone
- III. Approval of May 12, 2022 Minutes
Motion: Robert Alston
Second: Ali Hannig
Approved: Voice Vote
- IV. Approval of June 9, 2022 Minutes
Motion: Ashley Seibert
Second: Michelle Melish
Approved: Voice Vote
- V. Election of President-Elect
- VI. Election of Secretary
- VII. 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 – Jaelynn Gentry
 - President’s Report – Steve Slone
- VIII. Standing Committees:
 - Benefits – Chair Brigitte Evans
 - Constitution & Bylaws – Chairs Tiffany Budd and Christopher Witt
 - Credentials & Elections – Beth Lackey
 - Outreach – Chairs Kristi Horine and Amanda Andrews
 - Policies – Chairs Robert Alston and Vicki Cooper
 - Scholarship – Chair Vanessa Wieland and Carolyn Willhoit
- IX. University Committees:
 - Benevolent Association – Kimberly Wiley
 - Food Service Advisory – Michelle Melish
 - IT Advisory Committee – Dan Jones
 - Regent’s Distinguished Service Award – Ali Hannig
 - Sustainability – Tiffany Budd and Christopher Witt
 - Transportation – Chris Bowling and Tiffany Budd
 - Employee Engagement and Wellbeing – Amanda Andrews and Ashley Seibert
- X. Ad-Hoc Committee
 - Roundtable – Steve Slone
 - Staff Advocacy Committee – Kimberly Wiley
- XI. Old Business
- XII. New Business
- XIII. Non-Member Discussion Period
- XIV. Norse Appreciation

XV. Announcements

XII. Adjournment at 2:25 PM

Approval of President Steve Slone

Ali Hanning opened the meeting with the first item of business of formally approving Steve Slone as the new Staff Congress President. A voice vote/show of hands was done and Steve was officially approved as President. Steve thanked everyone and welcomed every to the meeting. He thanked Ali Hanning for stepping up as Parliamentarian after Krista left NKU. She was a wonderful addition to the Executive Council. Steve also announced that his new Parliamentarian would be Sara Conwell.

Election of President-Elect

Sherri Jones nominated herself for the position Staff Congress President-Elect and shared her past experience with Staff Congress and at NKU. A voice vote/show of hands was done and Sherri was officially approved as President-Elect.

Election of Secretary

Kimberly Wiley was the only nominee for Staff Congress Secretary. No other nominations were made from the floor. Kimberly was not present at the meeting so Steve read a prepared message from her. A voice vote/show of hands was done and Kimberly was officially approved as Secretary.

Board of Regents – Staff Regent Cori Henderson

Cori Henderson was not able to attend the meeting but provided a report that Steve shared:

- Thank you to everyone who was able to attend the June Board of Regents meeting. The BOR retreat will be held July 20 and 21st and at that time, they will welcome to new board members Nathan Smith and Brad Zapp to the board.

Administrative Liaison – Lauren Franzen for Lori Southwood

Lauren Franzen shared the following report for Lori Southwood:

Office of Inclusive Excellence:

- The "Top7" Institutional DEI Goals have been disseminated to all colleges and major administrative units of the institution. Awareness of these goals has allowed college/unit leadership to integrate them into their strategic planning/goal setting discussions. This information will soon be made publicly available on the Office of Inclusive Excellence website, which is currently undergoing major revisions.
- All colleges and administrative units have established Inclusive Excellence Councils to operationalize DEI in their respective units. Each IE Council has designated an Inclusive Excellence Liaison, a person(s) responsible for spearheading the DEI efforts of their unit and regularly convening the unit's IE council. This individual(s) is also responsible for regularly reporting the DEI efforts of the unit to the OIE.
- The following individuals have been identified as their unit IE Liaison and have been trained by the staff of the Office of Inclusive Excellence on the role:
 - **Academic Affairs** - Jason Vest, Yasue Kuwahara
 - **Arts and Sciences** - Bethany Bowling
 - **Haile COB** - Amal Said, Cris Biazzin

- **Informatics** - Crystal Summers, Stephanie Klatzke
- **Student Affairs** - Priscilla Ayala, Scott Patton
- **HR** - Ophelia Marks
- **Enrollment Management** - Leah Stewart, Ryan Padgett
- **Chase Law** - Maria Llambi, David Singleton
- **Steely** - Brianna Marshall
- **Athletics** - Debbie Kirch
- **CHHS** - Vanessa Hunn
- **Honors College** - Jim Buss
- Working in tandem with OIE staff, IE Councils and Unit Leadership will be working to develop unit/college-level goals related to Inclusive Excellence as well as identifying the appropriate strategies, initiatives, and programs necessary to achieve these goals.

Wellness

- Free and confidential chat and televideo therapy are now available through AETNA EAP Talkspace for all benefit eligible NKU faculty, staff, and members of the household over the age of 13.
- Work with a counselor anytime and just about anywhere on the same kinds of issues you'd see a counselor face-to-face for.
- Log on to NKU's member website resourcesforliving.com with username MYNKUEAP and password EAP and select Services > Talkspace online therapy, or call 1-855-213-3093, TY 711 to learn more and get started.
- More information at [Employee Assistance Program: Northern Kentucky University, Greater Cincinnati Region \(nku.edu\)](https://www.nku.edu/employee-assistance-program)

IT

- WebEx will no longer be supported or licensed as of August 1st. Zoom and Microsoft Teams are the collaboration tools supported by NKU.
- Please call the help desk or submit an online service request for fall semester lab and classroom software requests, no later than Friday, July 15th.
- Perceptive Content (Previously ImageNow) is upgrading its software Friday, July 15th. NKU's IT team has created an automated process to install this update. If the update does not complete on your computer, please contact NKU's IT Help Desk for assistance.
- NKU IT recommends Duo Multifactor Authentication as a more secure way to login to online accounts. With multi-factor authentication, passwords will not expire for 365 days!

Compensation

- Staff who are eligible for range adjustment, and faculty and staff who met the criteria for an annual increase of 3%, were sent an individual notification summarizing the details of their salary, along with an overview of the salary actions for FY 2022-23. A campus wide announcement was also sent on June 24th with important information about the salary adjustment plan for 2022-23, formula used, effective dates of salary increases, etc.
- We believe this year's adjustment process represents an important first step, a momentum building starting step, in moving towards the ultimate goal of competitive compensation for staff.

- We encourage staff to refer to the [5 by 5 Compensation Plan website](#) for any common questions. For any further questions, they may reach out to Human Resources by [email](#) or by phone at ext. 5200. All staff who reached out with their individual specific questions thus far have received a response from HR.

Payroll:

Go live for ADP tax filing and tax payment processing took place successfully on 7/5/22 and ADP will be paying the taxes for our first check date of 7/8/22.

Sara Conwell asked Lauren about the new parking passes. She said the new pass shows it is only good through June instead of August like they have been in past years. Lauren will check on it and get back to Staff Congress.

Faculty Senate Liaison – Janel Bloch

Janel Bloch shared that she is the Chair of the Faculty Senate Budget Committee. She shared that Faculty Senate doesn't meet during the summer, so she didn't have any updates to share. She also works on the Policy Committee and wanted to remind everyone of an important policy that is up for review right now. The Parental Leave policy is in review status and she asked that folks be sure to take a look at the policy and provide any comments that you may have. She shared that the Policy Committee has received a lot of comments on it and she shared that you are free to send her your comments. Robert Alston shared a link to the policy in the chat.

President – Steve Slone

Steve Slone shared that the President and President-Elect regularly met with the leadership of Faculty Senate and the Student Government Association and these meetings will continue with the new leadership. He also shared that they met with Nick Blevins with NKU Fuel and they discussed the possibility of expanding the Fuel operation and opening it up to faculty and staff, and students as well. Still in the beginning stages so watch for future updates.

The Executive Council met and determined Staff Congress Committee assignments. At this time we will break out into committee breakout rooms for you to meet the committee members and determine a chair/chairs of the committee, as well as set up your regular meeting dates/times. Also, your committees will need to discuss goals for the committee for the year. Those are due to Grace Hiles in October. The Council of Chairs meeting is always set for the first Thursday of the month at 10:00 via Zoom. Steve also asked that each committee invite him to one of your first meetings of the year.

The committees are as follows:

Benefits

- Chair: Brigitte Evans
- Kimberly Wiley
- Ali Hannig
- Dan Jones
- Dave Groeschen
- Michele Kay

Const & Bylaws

- Chair: Tiffany Budd
- Co-Chair: Chris Witt
- Michelle Melish
- Sara Nicolas
- Chris Bowling

Credentials & Elec

- Chair: Beth Lackey
- Tina Altenhofen
- Sue Murphy Angel
- Brandon Weinel
- Monica Stephens
- Terri Smith

Policy

- Chair(s): Bob Alston
- Chair(s) Vicki Cooper
- Ashley Seibert
- Mike Irvin
- Emily Dobbs

Outreach

- Chair: Kristi Horine
- Co-chair: Amanda Andrews
- Terkerah Washington
- Dan Ginn
- Sara Conwell

Scholarship

- Chair: Vanessa Wieland
- Chair: Carolyn Willhoit
- Steven Smith
- Connie Seiter
- Andi Sharp

University Committees

- Benevolent - Kimberly Wiley
- Food Service -Michelle Melish
- IT Advisory - Dan Jones
- Regents Distinguished Service Award - Ali Hanning
- Sustainability - Tiffany Budd/Chris Witt
- Transportation - Chris Bowling/Tiffany Budd
- Emp Engagement & Wellness - Amanda Andrews/Ashley Seibert

Old Business

Sara Conwell have an updated on the Administration Evaluation Survey. The survey results went out yesterday. This is our fourth year of doing it. In the past, we asked full time staff to evaluate basically the Cabinet and the President. This year we broadened somewhat and included directors of units cross campus as well.

New Business

Steve Slone asked Sara Conwell about the status of Covid in the area and how it may affect campus. Cases are on the rise with 70 to 85/100,000 so that is higher than it has been in the recent past. There will probably an announcement coming out regarding meeting options and possible optional masking as well. Bob Alston shared that these are just extra precautions, not requirements.

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 July had 1 staff/group.

July Norse Appreciation:

Staff

Evan Downing

Announcements

- Dave Groeschen recently won the Outstanding Service Award for Administration and Finance.
- Debbie Holland who runs the Copy Center is retiring on July 29. We'd like to thank her for her years of hard work and service to NKU. Steve will be taking over her duties until a replacement can be hired.
- Sherry Jones shared that there a position open in her area for in Admissions and Financial Assistance.